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SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or "approved" minutes are missing, consult the minutes of subsequent meetings

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ACCESS, DISCOVER, EMPOWER

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WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

REGINA MINUDRI
Acting City Librarian

MICHAEL HOUSH
Commission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, January 6, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order
AGENDA:

1. APPROVAL OF THE MINUTES

Presentation of, discussion of, and possible action to approve the minutes of special and regular Commission meetings of December 2, 1997. **ACTION**

2. ELECTION OF OFFICERS **ACTION**

A. Presentation of slate by Nominating Committee

B. Acceptance of further nominations from Commissioners or the floor

C. Election of officers

3. CLOSED SESSION **ACTION**

(requires motion to assert attorney-client privilege)

Conference with David Norman, and Sandra Schaefer, Deputies City Attorney (pursuant to section 54956.9 of the California Government Code): Existing litigation: Aderhollt Specialty Co. Inc. vs. North Bay Drywall, Inc., Huber, Hunt & Nichols, City & County of San Francisco et al. - Case #980-736 filed in San Francisco Superior Court; And: anticipated litigation: as defendant, cross defendant and/or cross complainant in Huber, Hunt, & Nichols vs. Paycock, Fried & Partners, Simon Martin-Vegue, Winkelstein & Moris in San Francisco Superior Court Case # 987-736.

4. OPEN SESSION

Report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session **ACTION**

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

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5. **CITY LIBRARIAN'S REPORT**

a). Report by Acting City Librarian Regina Minudri

b). Report by Marcia Schneider, Chief of Branches/Community Relations

6. **SAN FRANCISCO CHILDREN'S SERVICES PLAN**
Report by Jeff Mori, Director, Mayor's Office of Children, Youth, & their Families

7. **RESOLUTION #2069 (Gift Acceptance)**
Discussion of, and possible action to accept a gift of $187,801.77 from the estate of John J. Morris

8. **FINANCE, OPERATIONS, & BUILDINGS COMMITTEE REPORT**

a). Post Occupancy Evaluation update.

9. **PLANNING AND POLICY COMMITTEE REPORT**

a) Approval of ALA "Library Bill of Rights" Policy **ACTION**

10. **1998 COMMISSION MEETINGS SCHEDULE** **ACTION**
Discussion of, and possible action to approve a schedule of Commission and Committee meeting dates for 1998.

11. **LIBRARIANS' GUILD REPORT**

12. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

13. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

14. **ADJOURNMENT** (requires motion and public comment) **ACTION**

12/31/97 - M.Housh,
Commission Secretary

Library Bill of Rights Policy #
Section: Library Services
Adopted:
Revised

It is the policy of the San Francisco Library Commission that the American Library Association's "**Library Bill of Rights**" shall be the basis of principle by which San Francisco Public Library policies are determined.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, Amended February 2, 1961 and January 23, 1980, inclusion of age reaffirmed January 23, 1996 by the ALA Council.

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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Vice President

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ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

REGINA MINUDRI
Acting City Librarian

MICHAEL HOUSH
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
MEETING SCHEDULE - 1998

COMMISSION
First Tuesday of the Month, 5:30 p.m.

January 6; February 3; March 3; April 7; May 5; June 2; July 7; August 4; September 1; October 6; November 4; December 1

FINANCE, OPERATIONS & BUILDING COMMITTEE
Third Tuesday of the Month, 4:00 p.m.

January 20; February 17; March 17; April 21; May 19; June 16; July 21; August 18; September 15; October 20; November 17; December 15

PLANNING & POLICY COMMITTEE
Third Thursday of the Month, 4:30 p.m.

January 15; February 19; March 19; April 16; May 21; June 18; July 16; August 20; September 17; October 15; November 19; December 17

01/02/98
M.Housh

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

San Francisco Public Library
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ng City Librarian

ael Housh
nmission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of the Library Commission of Tuesday, January 6, 1998 (Approved Feb. 3, 1998)

The Regular Meeting of the Library Commission was called to order at 5:40PM

The following members were noted present: Commissioners Agnos, Chin, Higueras, and Llorente

APPROVAL OF MINUTES of the special and regular meetings of December 2, 1997

MOTION: approval of the special and regular December 2 Commission Minutes as submitted was moved by Commissioner Chin, seconded by Commissioner Higueras.

ACTION: APPROVED 4-0 (Aye Agnos, Chin, Higueras, and Llorente)

ELECTION OF 1998 COMMISSION OFFICERS

Commissioner Llorente reported that the recommendations of the Nominating Committee for Commission Officers for 1998 were Commissioner Higueras as President and Commission Streets as Vice President. He then asked for further nominations from the Commission or from the Floor, receiving none.

MOTION: Commissioner Chin , Seconded by Commissioner Agnos moved the election of Commissioner Higueras as Commission President for 1998.

ACTION: APPROVED Aye 3-0 1 abstention (Aye - Agnos, Chin, and Llorente. Higueras abstain)

MOTION: Commissioner Chin , Seconded by Commissioner Agnos moved the election of Commissioner Streets as Commission Vice President for 1998.

ACTION: APPROVED Aye 4-0 (Aye - Agnos, Chin, Higueras, and Llorente)

CLOSED SESSION

The Commissioner Llorente announced that the Commission would meet in closed session for a conference with David Norman, Randall Parent, and Sandra Schaefer, Deputies City Attorney and Jim Chan, Department of Public Works (pursuant to section 54956.9 of the California Government Code): to discuss existing litigation: Aderhollt Specialty Co. Inc. vs. North Bay Drywall, Inc., Huber, Hunt & Nichols, City & County of San Francisco et al. - Case #980-736 filed in San Francisco Superior Court; And: anticipated litigation: as defendant, cross defendant and/or cross complainant in Huber, Hunt, & Nichols vs. Pei, Cobb, Fried & Partners, Simon Martin-Vegue, Winkelstein & Moris in San Francisco Superior Court Case # 987-736.

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

MOTION: Commissioner Higueras, seconded by Commissioner Chin moved to invoke attorney/client privilege and go into closed session to discuss matters involving this litigation.

ACTION: APPROVED Aye 4-0 (Aye - Agnos, Chin, Higueras, and Llorente)

The Commission went into closed session at 5:23 PM
Commissioner Steiman joined the meeting at the beginning of the closed session.

The Commission returned to open session at 6:34 PM

President Higueras reported on the action taken during the closed session.

MOTION: President Higueras moved, seconded by Commissioner Chin that the Commission approve terms of a proposed settlement of these matters subject to resolution of the outstanding issue leading to a final settlement agreement.

ACTION: APPROVED Aye 5-0 (Aye - Agnos, Chin, Higueras, Llorente, and Steiman)

MOTION: President Higueras, seconded by Commissioner Llorente moved not to disclose any additional information concerning the closed session.

Public comment; An anonymous member of the public asked when information concerning settlement of these matters would be disclosed.

ACTION: APPROVED Aye 5-0 (Aye - Agnos, Chin, Higueras, Llorente, and Steiman)

CITY LIBRARIAN'S REPORT: Regina Minudri

The Acting City Librarian, Ms. Minudri discussed December activities at the Library. She described issues raised in her meetings with the Mayor and Oceanview neighbors concerning problems in providing library services with the current inadequate facility. Ms. Minudri announced that the branch would get a full time librarian beginning in February. Various options for an expanded or replacement facility were discussed.
The Acting City Librarian next described the new public service guidelines developed in cooperation with library staff. Ms. Minudri informed the Commissioners that she would take the opportunity to interview a candidate for the position of Library Chief Financial Officer (CFO) while attending the American Library Association (ALA) Mid-Winter gathering in New Orleans. She introduced Ms. Margie O'Driscoll, Executive Director of the Friends of the Library to announce the receipt of a $25,000.00 gift for computers for the Mission Branch from Citicorp.

Ms. Minudri then introduced Roberto Esteves, Acting Chief of the Main for a presentation on the results gleaned from satisfaction surveys (copies attached) conducted at the Library during the past year. Mr. Esteves gave an extensive presentation of the various surveys conducted during 1997. His presentation was followed by the monthly activities report by Marcia Schneider, Acting Chief of Branches/Community Affairs. Ms. Schneider discussed the opening of a new exhibit, curated by John Templeman, on the history of African Americans in California. She also mentioned up coming Gold Rush/California Statehood Sesquicentennial activities at the Library. Ms. Schneider announced that the Library will host a new small business consultation program sponsored by SCORE allowing retired business executives to provide free advice and planning assistance to small business owners. The “Shaping San Francisco” program and auditions for a teen talent show were also highlighted. A video presentation on the “Lives of a Book” was also shown to the Commission.

Public Comment: An anonymous member of the public inquired concerning issues involving the Library Express program. Peter Warfield asked concerning catalog improvements, aspects of the “Lives of a Book” presentation, the difficulties in finding books published in 1996 in the collection, and criticized the satisfaction survey reports. Dorcas Thomas, an Oceanview neighbor expressed concern about and support for branch improvements.

SAN FRANCISCO CHILDREN’S SERVICES PLAN

A representative of the Mayor’s office of Children, Youth and their Families made an extensive presentation on the mayor’s proposed Children’s Services Plan. Dr. Lam discussed the various identified services needs and outlined proposed steps to address them within the limitations imposed by funding. Dr. Lam emphasized the importance of continued effective collaboration between his office and the Library to serve San Francisco’s children and youth. He described the Library’s role in this planning effort as drafting its specialized service plan for children and youth.

Public comment: Peter Warfield inquired as to what the proposed plan would require of the Library.

GIFT ACCEPTANCE

The Commissioners saluted the gift of 187,801.77 from the estate of John J. Morris for the purpose of book acquistition. The Acting City Librarian discussed details of Mr. Morris bequest and its benefits to the Library.

FINANCE, OPERATIONS AND BUILDINGS COMMITTEE REPORT

President Higueras reported on the activities involving the Post Occupancy Evaluation (POE) process to define the scope of work and draft the Request for Proposals (RFP) to carry out the evaluation. He mentioned Dr. Galen Cranz's interviews with library staff and members of the public seeking comments and input on the scope of the RFP. He suggested that a draft of the proposed Request for Proposals (RFP) might be available at the January Finance Committee meeting.

Public Comment: An anonymous member of the public complained that no Finance Committee was held in December and that there had been insufficient public input on the planning for the Post occupancy Evaluation (POE) of the New Main Library. Mr. Peter Warfield requested information on the terms of Dr. Cranz's Personal Services contract to determine the scope for the Post Occupancy Evaluation (POE) and as well as any guidance she was given in carrying out this task.

PLANNING AND POLICY COMMITTEE REPORT

Commissioner Llorente discussed the Planning and Policy Committee's recommendation of a policy statement reaffirming the Library's adherence to the American Library Association's Library Bill of Rights described below referred to the Library Commission for its consideration and approval. The proposed policy would be as follows:

It is the policy of the San Francisco Library Commission that the American Library Association's "Library Bill of Rights" shall be the basis of principle by which San Francisco Public Library policies are determined.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, Amended February 2, 1961 and January 23, 1980, inclusion of age reaffirmed January 23, 1996 by the ALA Council.

MOTION: Moved by Commissioner Chin, seconded by President Higueras that the Library Commission reaffirm its support for the Library Bill of Rights as a key policy statement by the Commission.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

1998 COMMISSION MEETING SCHEDULE

The Commission Secretary presented a proposed Commission and Committee meeting schedule for 1998 (copy attached). There was general feeling among the Commissioners that beginning committee meetings at 5PM rather than 4 or 4:30PM would be more convenient for both the public as well as the Commissioners. Commissioner Llorente proposed and the Commission agreed that the regular meeting times for beginning both Planning and the Finance Committees be changed to 5PM.

MOTION: Commissioner Agnos, seconded by President Higueras moved approval of the revised 1998 meeting schedule.

Public comment: Peter Warfield congratulated the Commissioners for changing the beginning of the committee meetings to 5PM and suggested that a later beginning time would be even better.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

LIBRARIAN'S GUILD: No report.

NEW BUSINESS: No New Business was initially reported however during the formal Public Comment portion of the agenda the Commissions decided re-opened New Business to discuss possible items for the February Commission agenda.

PUBLIC COMMENT: An anonymous member of the public explained his decades of activism on Library issues as being rooted in personal experiences with Library staff and past Commissioners mentioning a "verandah factor". Peter Warfield discussed bureaucracy within the Library, lack of information on catalog improvements, and the slowness of new books reaching the shelves.

ADJOURNMENT: Upon a motion by Commissioner Llorente, seconded by Commissioner Chin the meeting was adjourned.

ACTION: Approved 5-0 (Aye - Agnos, Chin, Higueras, Steiman, and Llorente).

The meeting was adjourned at 8:47PM

Michael Housh
Library Commission Secretary 01/13/98

Please note: Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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SAN FRANCISCO PUBLIC LIBRARY
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1st Posted 1/27/98

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PUBLIC LIBRARY

llie L. Brown, Jr.
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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, February 3, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order
AGENDA:

1. APPROVAL OF THE MINUTES

Presentation of, discussion of, and possible action to approve the minutes of special and regular Commission meetings of January 6, 1998. ACTION

2. CITY LIBRARIAN'S REPORT

a). Report by Acting City Librarian Regina Minudri

b). Report by Marcia Schneider, Chief of Branches/Community Relations

3. FINANCE, OPERATIONS, & BUILDINGS COMMITTEE REPORT

a). Presentation of, and discussion of a suggested draft Request for Proposals (RFP) to conduct the Post Occupancy Evaluation (POE).
b). Mission Branch renovation update

4. PLANNING AND POLICY COMMITTEE REPORT ACTION

a) Discussion and possible approval of authorization for the City Librarian to amnesty fines for a two week period at a time to be designated at her discretion.

5. BYLAW AMENDMENT

Presentation of, discussion of a possible Bylaw Amendment replacing the current commission/committee structure with twice monthly full commission meetings. (copy attached)

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

6. **LIBRARIANS' GUILD REPORT**

7. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **ADJOURNMENT** (requires motion and public comment) **ACTION**

01/26/98 - M.Housh,
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 11/17/97

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION BYLAWS

ARTICLE I - Identification

Section 1: Name

The San Francisco Library Commission.

Section 2: Office

The San Francisco Public Library system is comprised of the Main located in the Civic Center, San Francisco, CA 94102 and branch libraries located throughout the City and County of San Francisco.

Section 3: Compliance with applicable laws

The Commission shall comply with all applicable laws, including but not limited to the San Francisco Charter, the Ralph M. Brown Act, the Public Records Act, San Francisco's Sunshine Ordinance and the Political Reform Act of 1974.

ARTICLE II - Mission Statement

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

The Library Commission is part of the executive branch of the government of the City and County of San Francisco. Seven Library Commissioners are appointed by and serve at the pleasure of the Mayor.

Section 2: Term of Appointment

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term.

Section 3: Compensation

Commissioners shall serve without compensation.

Section 4: Oath of Public Office

Swearing to the Oath of Public Office constitutes the Commissioner's sworn responsibility to the public trust.

Section 5: Function

The Library Commission formulates, evaluates and approves goals, objectives, plans and programs and sets policies for the Library consistent with the overall objectives of the City and County; develops and keeps current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals; approves (after public hearing) Library budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors; recommends to the Mayor rates, fees and similar charges with respect to Library items; nominates qualified applicants for the position of City Librarian for appointment by the Mayor; monitors the performance of the City Librarian who serves at the pleasure of the Commission; investigates any aspect of governmental operations within the Library; exercises other powers and duties prescribed by the Board of Supervisors; and appoints an executive secretary who serves at the pleasure of the Commission to manage the affairs and operations of the Commission.

The Commission shall evaluate the performance of the City Librarian and the Secretary to the Library Commission at least once a year.

Section 6: Excused Absences

Prior notification of absence from Commission constitutes an excused absence. If a Commissioner misses more than four regularly scheduled, consecutive Library Commission meetings, whether the absence is excused for any reason other than illness or is unexcused, the Commission President shall notify the Commission and the Mayor of the Commissioner's lack of attendance.

ARTICLE IV - Officers

Section 1: Officers

The Officers of the Commission are a President and a Vice-president. The President and Vice-president shall serve at the pleasure of the Commission.

Section 2: Term of office

The term of each office is one year.

Section 3: General Duties and Responsibilities

The President shall preside at all meetings of the Commission. The Commission Secretary working with the President and the City Librarian prepares the agenda for all meetings. The President serves as ex-officio member of other department/agency Committees as requested.

At the end of the fiscal year the President along with the City Librarian shall submit a written annual report to the members summarizing the activities and accomplishments of the Commission during the term of office and file such report with the Mayor and the Clerk of the Board of Supervisors.

In the absence of the President, the Vice-president shall act. The Vice-president shall perform such duties of the President as may be delegated by the President.

ARTICLE V - Commission Staff

Section 1: City Librarian

The City Librarian shall have the duties and powers which are set forth in the Charter and Ordinances of the City and County of San Francisco. As the Executive Director of the department, the City Librarian or a designee shall attend all meetings of the Commission and is also required to report to the Commission on all matters which concern the operation of the department and which may call for its attention.

The Commission shall deal with administrative matters solely through the City Librarian or his or her designees, and any

dictation, suggestion or interference herein prohibited on the part of any member of the Commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the Commission's powers of hearing and inquiry as provided in the Charter.

Section 2: Commission Secretary

The Secretary or designee shall attend all meetings of the Commission and the Nominating Committee and is responsible for the proper recording and distribution of all Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate.

The Secretary shall also serve as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of this document, or other regulations which may apply to how the Commission conducts business.

ARTICLE VI - Committees

Section 1: Nominating Committee

The function of the Committee is to submit nominations for the ensuing year's President and Vice-president. Each Commissioner must state publicly at the December meeting of the Commission his/her willingness to run for office. From those Commissioners who stated they would not run for office, the President shall choose three Commissioners to constitute the Nominating Committee. The Nominating Committee members shall each file written notice with the Commission Secretary not less than ten days before the Nominating Committee meets of their decision not to run for office.

In a public meeting, the Nominating Committee shall decide who will be its nominees. The Nominating Committee shall present its recommendations at the January meeting. Additional nominations will be accepted from the Commission and/or the floor during the January meeting.

If an officer leaves the Commission before the end of his/her term, the remaining officer will convene a meeting of the Nominating Committee which will present its recommendations at the regular Commission meeting following the Nominating Committee's meeting. Additional nominations will be accepted from the Commission and/or the floor during the meeting in which the recommendations are made.

Section 2: Ad-Hoc Committee

The Commission at its discretion may establish an Ad-Hoc Committee to address issues within the Commission's jurisdiction.

Section 3: Committee Quorum

A majority of the members of a Committee is a quorum. A Committee may act through the majority of the quorum.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members (i.e., four votes) shall be required for the approval of any matter.

Section 2: Public Input

The Commission shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three minutes. Each agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except, at the presiding officer's discretion, Public Comment can be heard earlier in the agenda when a member of the public wants to speak but is unable to attend the entire meeting.

When it appears that an item may elicit considerable public comment, the presiding officer may, at his sole discretion, ask those to desire to speak to sign up on a sheet, provided by the Commission Secretary. Speakers will be called for comment in the order in which they signed the sheet. Members of the public, who do not elect to sign or do not wish to give their name, may give comment after those who did sign have had an opportunity to comment.

Except for the actions taken at lawful closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statues and ordinances of the Board of Supervisors.

Section 3: Meeting Minutes

Minutes shall be taken at every Commission meeting. The minutes shall state, at minimum, the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those members of the public who spoke on each matter (if the speakers identified themselves), whether such speakers supported or opposed the matter and the time the meeting was adjourned. Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.

Section 4: Regular Meetings

Regular meetings of the Library Commission shall be held on the first and third Tuesdays of each month in the Koret Auditorium of the Main Library at 5:30 p.m. The Regular Meeting and/or Special Meetings may be held at other locations or at other times subject to the provision of appropriate notice.

Section 5: Closed Sessions

The Commission is authorized to hold closed (non-public) meetings for limited purposes, such as the discussion of: matters posing a threat to the security of Library buildings or a threat to the public's right of access to Library buildings or services; consideration of the appointment, employment, evaluation of performance or dismissal of department head or Commission secretary or pending litigation. Upon consultation with the City Attorney, and determination that a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6: Special Meetings

The President of the Commission may call special meetings to address specific matters.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the President, the City Librarian and the Commission Secretary. The Commission Secretary shall work with the Commission President to develop the agenda. The agenda shall consist of items requested by the President, the City Librarian or the Commission.

ARTICLE IX - Voting

Section 1: Voting and Abstention

Each member present at a Commission meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case by case basis, in consultation with the City Attorney

Section 2: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedures

At the discretion of the Commission President, except where the Charter or other rules provide required procedure, meetings shall be governed by the most recent edition of Robert's Rules of

Order. (1990 9th ed., Scott, Foresman *Robert's Rules of Order Newly Revised* - as of 3/24/97.)

ARTICLE XI - Bylaws Amendments

These bylaws may be amended at any meeting of the Library Commission by a majority vote of those present, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting.

APPROVED AS TO FORM:

LOUISE H. RENNE
CITY ATTORNEY

by______________________
Sandra K. Schaefer
Deputy City Attorney

Amended 04/02/96
Correction 08/06/96
Amended 11/05/96
Amended 12/02/96
Amended 3/24/97
Amended 5/6/97
Submitted for approval 1/22/98

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SAN FRANCISCO
PUBLIC LIBRARY

ILLIE L. BROWN, JR.
ayor

HARLES A. HIGUERAS, A.I.A.
esident

RAN A. STREETS
ce President

HERRY AGNOS
ONNIE K. CHIN
TEVEN A. COULTER
RNEST H. LLORENTE
AROL STEIMAN
ommissioners

EGINA MINUDRI
cting City Librarian

ICHAEL HOUSH
ommission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the meeting of the Library Commission of Tuesday, February 3, 1998

The meeting of the Library Commission was called to order at 5:40PM

The following members were noted present: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

APPROVAL OF MINUTES of the regular meeting of January 6, 1998.

MOTION: approval of the each of the Special and regular Commission Minutes as submitted was moved by Commissioner Llorente, seconded by Commissioner Coulter.

Public Comment: An anonymous member of the public questioned manner by which the Nominating Committee process is described in the meeting notice and criticized the Commission's record in making corrections of challenged statements in its Minutes. Peter Warfield discussed information recorded in the Minutes.

On the Minutes of the Nominating Committee of January 6, 1998
ACTION: APPROVED 6-0 (Aye - Chin, Coulter, Higueras, Llorente, Steiman, and Streets)

on the Commission's Minutes of January 6, 1998
ACTION: APPROVED 6-0 (Aye - Chin, Coulter, Higueras, Llorente, Steiman, and Streets)

CITY LIBRARIAN'S REPORT: Regina Minudri

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CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

The City Librarian outlined work done to improve the online catalog including additions of significant numbers of uncataloged or uninventoried reference materials. The AIM staff have made progress in processing many specialized collections.

The City Librarian responded to inquiries by members of the Commission concerning potential difficulties in gaining approval of this supplemental funding request at the Board, the resolution of problems in the Finance office, and the need to annualize staffing funding in future budgets above the Prop. E baseline. Commissioner Streets expressed concern about Commission's limited role the process in putting together the supplemental request. The City Librarian explained how the process occurred and discussed how she planned to bring the next year's budget to the Commissioners. The City Attorney, Ms. Schaefer, reminded the Commissioners of the Charter requirement that the Commission hold a public hearing on the supplemental request. Commission President Charles Higueras directed the Commission Secretary to call a special meeting of the Commission for Tuesday, February 10, 1998 on the Supplemental Appropriation request. The Commissioners also discussed their participation in the selection of the new Assistant city Librarian and Chief Finance Officer.

Public Comment: An anonymous member of the public complained about information in the City Librarian's report being unavailable prior to the meeting. Melissa Riley raised concerns about weather related problems experienced by staff in branch libraries. Peter Warfield urged caution in pursuit of the supplemental funding, documentation of online catalog improvements, criticized the new check out procedures,(not getting receipts on two occasions), and a perceived lack of information about the new system. Deetje Boler mentioned problems with non-demagnetized books triggering alarms without readily understood proof of check-out.

Ms. Minudri then introduced Ms. Marcia Schneider, Chief of Branches/Community Relations for the January Report on activities at the Library. Ms. Schneider reported the second quarter 1997 statistics. She described the report as reflecting a stabilization of use in both the Main and branches. The Chief of Branches reported that the Chinatown Branch is expected to have it's one millionth visitor during February. She mentioned that various branches have experienced weather related problems. Recent national literary awards announced at the American Library Association were discussed and copies of books were provided for the Commissioner's review. Black History Month programs, including the Paul Robeson Centennial and the Unsung Hero program, were outlined. The "Forgotten San Francisco" program was described. The "Israel at 50" lectures were also noted. Commissioner Streets inquired about presentations by the Department of Public Works (DPW) concerning proposed upgrade plans in the remaining branches.

Public Comment: Ed Regan suggested adding additional floors to branch libraries. Peter Warfield discussed information on statistics, analysis of visitor statistics on the Main Library, and concerning books in Brooks Hall.

Ms. Minudri next introduced Mr. Roberto Esteves, Acting Chief of the Main for a presentation on the Main Library. Mr. Esteves noted his one year anniversary as Acting Chief of the Main. He cited Main staffers - John Kenny's appointment to the Library Advisory Board for Nature America, the election of Linda Suzuki as President of the S.F. Bay Chapter of the Special Libraries Association, as well as East West Literary Foundation honors for the Chinatown Branch and General Collections receiving its Outstanding Community Service Awards and Andrea Grimes named Outstanding Librarian of the Year. Mr. Esteves noted increased shelving availability in the Main on the 3rd and 4th floors. He pointed out that one half mile of additional shelving was added during the last year, allowing shelving of 26,000 books. The Acting Chief of the Main reported no shelving backlog, saluting the hard work of the Shorting Room staff. Mr. Esteves called attention to very positive staff reports on the new check out procedures. He mentioned particularly positive responses on providing book receipts as opposed to the old process. Commissioner Steiman inquired about the impact of the new system on book return rates. Mr. Esteves related staff observation of no discernible impact after three weeks. Mr. Esteves reported that as expected New Main use has stabilized at nearly double that of the Old Main. The Acting Chief of the Main mentioned increased use of meeting rooms and improvement of location codes to assist patrons in finding material. He also mentioned the docent and In Library Helper programs have been working. Mr. Esteves outlined the Main Library's increasing role in cable television programming development and broadcasting. Mr. Esteves read a student visitors' letter lauding Main Library programming for students. Commission Coulter inquired about efforts to recruit volunteers to support the work of the various centers.

Public Comment: Melissa Riley commented about Brooks Hall, lauded the new check out system as beneficial to library workers but mentioned concerns with loss of some circulation data useful in weeding. Peter Warfield discussed Brooks Hall, data used in weeding, and online catalog improvements.

PLANNING AND POLICY COMMITTEE REPORT

Commission President Higueras requested that the Planning and Policy Committee Report be taken out of order and heard. The City Librarian presented her proposal, as recommended by the Policy and Planning Committee, that the Commission authorize a fine amnesty program. Ms. Minudri discussed the need for and possible benefits of such an fine amnesty. A possible food for Fines concept was discussed.

MOTION: Moved by Commissioner Llorente, seconded by Commissioner Chin that the Library Commission **authorize the City Librarian to hold a fine amnesty period of two weeks in a manner of her choosing at a time to be designated at her discretion.**

Public Comment: Ed Regan called for the abolition of all library fines and disagree with the donated foods concept. Peter Warfield commented on the amnesty program. Deetje Boler proposed that any food donations element of the proposed fine amnesty be made voluntary.

ACTION: APPROVED Aye 5-0 (Coulter, Chin, Higueras, Llorente, and Steiman)

The Commission recessed briefly, returning to session at 7:41PM

FINANCE, OPERATIONS AND BUILDINGS COMMITTEE REPORT

President Higueras introduced Dr. Galen Cranz to report on her activities in drafting the scope of work for a Request for Proposals (RFP) to carry out the Post Occupancy Evaluation (POE) process. Dr. Cranz began with a description of her experience and qualifications and outlined the elements in her first draft of the proposed Request for Proposals to conduct the Main Library's Post Occupancy Evaluation. Dr. Cranz described information gathered in her 25 hours of interviews with library staff and members of the public seeking comments and input on the scope of the RFP. She inquired as to the Commissioners views on several methodologies she proposed to use in measuring aspects of the Main Library to be reviewed in the evaluation. Commissioner Steiman pointed out that some matters such as online catalog system issues other than the physical aspects of the placement and use of the online catalog system in the new building are outside the scope of the Post Occupancy Evaluation. Commissioner Coulter asked how this survey would measure the successes or weakness of the new building. Could a comparison be done with other new libraries? The Commissioners also inquired concerning mention of issues involving work spaces without direct natural light, building signage problems, and other worker stress issues. Dr. Cranz reported complaints about temperature, ventilation, moving book carts on carpeted surfaces, and ergonomic problems with workstations. Commission Steiman urged that the facts rather than impressions be the basis for this evaluation. Dr. Cranz asked the Commissioners for guidance about how much to include about how past reasoning and decisions led to the current situation as opposed to an identify problems now and fix them approach. The Commissioners discussed the issue. Commissioner Coulter expressed strong interest in including historical background concerning how and why various choices (Green Building model, Americans With Disabilities Act (ADA) issues, earthquake and seismic safety concerns) were made during the creation of the New Main Library. Commission Chin urged attention both the budgetary limitations for doing the POE and additionally to discussion of cost/benefit issues needed to set the priorities in addressing the issues brought out in the evaluation. She also wanted quality issues addressed in considering the product created by the current city bid process and future costs to remediate problems.

Commission President Higueras proposed that the draft RFP be discussed at the next Finance Committee and further considered at the March Commission meeting.

Public Comment: An anonymous member of the public recounted a previous experience with responsibility and accountability in undertaking public projects. Ed Regan suggested cushions on chairs and a means of washing the windows. Andrea Grimes cited space limitations in the New Main. Melissa Riley requested sensitivity to various kinds of data and seeking private input of information, sick building syndrome issues, honoring historical reasoning behind decisions, mention of browsing access, including Brooks Hall, mention of branches, physical workplace and patron services problems, and making a contribution to information on libraries nationally. Mr. Peter Warfield raised the issue of including Brooks Hall, space limitations in the New Main, the numbers and locations of the elevators/stairs, the importance of including the history of decision-making in developing the building design, including a bibliography and information on lawsuits involving the building, and information on other studies of new libraries.

MISSION BRANCH RENOVATION

Commissioner Higueras reported on Mr. Roger Wong of the Department of Public Work's report to the Finance Committee on the on-going Mission branch renovations. Commissioner Higueras discussed the future schedule of monthly DPW reports on this project and noted that the project is currently on track without any change orders requested thus far. Mr. Wong's report indicated that some additional foundation work would be necessary and suggested that full information on its impact would be reported in upcoming monthly reports on the project.

Public Comment: Ed Regan requested a new pamphlets room be included in the renovated Mission Branch

BYLAW AMENDMENT

Commission President Higueras introduced for discussion a proposed amendment to the Commission Bylaws eliminating the Commission's committees and recommending the holding of twice monthly full Commission meetings instead. The Commissioners discussed the merits of various aspects of the proposed change. The City Attorney mentioned concerns with notice of the Commission meeting in other locations. Commissioner Coulter suggested that the Bylaw sections regarding the Nominating Committee be also deleted.

Public Comment: Marcia Schneider, Chief of Branches raised ADA concerns with holding Commission meetings in some of the branches. Melissa Riley indicated that the Librarian's Guild had no position on the proposed Bylaw change. Ed Regan opposed the Bylaw change, citing the lack of discussion of increased library hours. An anonymous member of the public discussed Brown Act issues and past court cases involving Library Commission meetings.

LIBRARIAN'S GUILD: No report.

NEW BUSINESS: Commissioner Coulter mentioned an evaluation of the City Librarian's performance and proposed that Library staff prepare for Commission consideration the creation of a Mayoral Archive based on its collections of Mayoral papers in light of the recent passing of former Mayor Joseph Alioto.

PUBLIC COMMENT: An anonymous member of the public discussed a how "verandah factor" affected decision makers. Ed Regan requested daily 6Am to Midnight hours for libraries. Melissa Riley requested inclusion of Brooks Hall in the Post Occupancy Evaluation of the New main Library. Peter Warfield discussed the importance of open shelving in improving library circulation and patron choices.

ADJOURNMENT: Upon a motion by Commissioner Coulter, seconded by Commissioner Chin the meeting was adjourned.

ACTION: Approved 4-0 (Aye - Chin, Coulter, Higueras, and Llorente).

The meeting was adjourned at 9:23PM

Michael Housh
Library Commission Secretary 2/13/98

Please note: Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of the Library Commission of Tuesday, February 3, 1998 (approved as amended March 3, 1998)

LLIE L. BROWN, JR.
yor

ARLES A. HIGUERAS, A.I.A.
sident

AN A. STREETS
e President

ERRY AGNOS
NNIE K. CHIN
EVEN A. COULTER
NEST H. LLORENTE
ROL STEIMAN
mmissioners

GINA MINUDRI
ting City Librarian

.AEL HOUSH
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The meeting of the Library Commission was called to order at 5:40PM

The following members were noted present: Commissioners Chin, Coulter, Higueras, Llorente, Steiman, and Streets.

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MOTION: approval of the each of the Special and regular Commission Minutes as submitted was moved by Commissioner Llorente, seconded by Commissioner Coulter.

Public Comment: An anonymous member of the public questioned manner by which the Nominating Committee process is described in the meeting notice and criticized the Commission's record in making corrections of challenged statements in its Minutes. Peter Warfield discussed information recorded in the Minutes.

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LIBRARIAN'S GUILD: No report.

NEW BUSINESS: Commissioner Coulter mentioned an evaluation of the City Librarian's performance and proposed that Library staff prepare for Commission consideration the creation of a Mayoral Archive based on its collections of Mayoral papers in light of the recent passing of former Mayor Joseph Alioto.

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ADJOURNMENT: Upon a motion by Commissioner Coulter, seconded by Commissioner Chin the meeting was adjourned.

ACTION: Approved 4-0 (Aye - Chin, Coulter, Higueras, and Llorente).

The meeting was adjourned at 9:23PM

Michael Housh
Library Commission Secretary 2/4/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a Special Meeting called by the Commission President as follows:

DATE: **Tuesday, February 10, 1998**

TIME: 5:30 PM

PLACE: Latino-Hispanic Room
Main Library, Civic Center

Villie L. Brown, Jr.
ayor

harles A. Higueras, A.I.A.
resident

ran A. Streets
ice President

herry Agnos
onnie K. Chin
teven A. Coulter
rnest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
cting City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order

AGENDA:

1. SUPPLEMENTAL APPROPRIATION REQUEST ACTION
   Presentation of, discussion of, and possible approval of a request for a supplemental appropriation of $1,225,367 to fund salaries, professional services, book, and equipment for FY 1997-98 and the release of $5,790,967 in Library reserved funds for the Library's staffing reorganization plan and Department expenditures.

2. PUBLIC COMMENT
   (limited to the item on the agenda for this special meeting.)

3. ADJOURNMENT (requires motion and public comment) ACTION

2/6/98 - M.Housh, Commission Secretary

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

January 15, 1998

Mr. John Taylor
Clerk of the San Francisco Board of Supervisors
401 Van Ness Ave. Room 308
San Francisco, CA 94102

Dear Mr. Taylor:

Following is a request for release of the appropriate reserve funds held from the 1997/98 Public Library budget. The total amount requested for release is $5,790,967.

During the FY 1997-98 budget process, the Finance Committee recommended reserves totaling $6,179,967 in the Library's budget. A total of $5,790,967, representing one-fourth of the Department's Permanent Salary funds, was reserved pending a report to the Finance Committee by the new City Librarian regarding the Library's staffing reorganization plan, the adoption of financial accounting and controls over Department expenditures and the status of expenditures relative to the approved budget. I will address each of these issues in this letter and in the attached Six Month Expenditure Report.

It is now approximately five months since I came to the Library as City Librarian. I accepted this appointment on a temporary basis, and will serve until a permanent City Librarian is appointed by Mayor Brown. During this time, I have reviewed the Library's budget in detail, have reviewed authorized appropriate purchases, and am finalizing the search for Chief Financial Officer for the Library. In addition, I have visited all branch libraries and Main Library units, familiarizing myself with the operations and programs of the Public Library.

Reorganization Plan

The following proposed reorganization will take place once the release of reserved funds and the supplemental appropriation that is also pending before the Board of Supervisors have been approved.

1. The position of Assistant City Librarian will be revived, as recommended in the April, 1997 Strategic Audit. This position will supervise and direct all direct public services at the San Francisco Public Library.

2. The position of Chief Financial Officer will be created, also as recommended in the April, 1997 Strategic Audit. This position will supervise and direct all non-library related activities, such as finance and operations.

3. Several managerial classes will be consolidated into one class, tentatively titled Librarian IV. These positions will supervise and direct the Main Library, the Branch Libraries, Technical Services/Automation, Services to Children and Youth, Community Relations, and Services to Adults. I recommend this consolidation based on my analysis of Library management. This change is also consistent with the Citywide policy regarding classification consolidation.

4. The number of direct reports to the City Librarian will be reduced. Currently, ten managers report to the City Librarian. Under the reorganization, five will report to the City Librarian. They include: (1) Assistant City Librarian, (2) Chief Financial Officer, (3) Community Relations, (4) Personnel and (5) Technical Services/Automation.

Financial Accounting and Controls over Department Expenditures

1. All departmental expenditures are reviewed by the appropriate manager before ordering. Expenditures are not authorized without accompanying verification of available funds.

2. The Personnel Office is upgrading the position control system, using an Access data base until implementation of the Citywide personnel system No new personnel are hired unless funding is available for the position. Vacant positions are reviewed for need and relevancy. Expenditure reports are produced biweekly to monitor personnel expenditures, and are reviewed biweekly by the Personnel Manager.

Expenditures Relative to the Approved Budget

I am pleased to be able to report to the Board of Supervisors that the six month FAMIS reports show that the library is right on target with personnel expenditures. As shown on the attached Six Month Expenditure Report prepared by my office using data provided by the Controller, the Library expended 49 percent of the approved FY 1997-98 budget for personnel during the first six months of the fiscal year. (I have also attached a copy of the Controller's Salary and Fringe Benefit Projection Report, dated January 2, 1998.) We were able to maintain personnel expenditures within budgeted parameters despite the fact that the approved budget understates the number of people at higher salary steps through the Step M adjustment. The only way to accomplish this was to hold positions vacant longer than would otherwise have been necessary or desirable.

We have requested a supplemental appropriation, which we hope will be considered by the Finance Committee along with this request for release of reserved funds, to correct the Step M adjustment budgeted for the Library, implement recommendations contained in the Strategic Audit, and fund several maintenance agreements that were not funded in the current budget. I wish to emphasize that the need for a supplemental appropriation is not the result of overspending on the part of the Library. Rather, it will correct omissions to the approved budget. We have carefully monitored personnel expenditures and have not exceeded budgeted personnel expenditure levels in FY 1997-98.

The Six Month Expenditure Report projects personnel costs for the remainder of the year, taking January 1, 1998 MOU increases into account. The Step M adjustment included in the request for a supplemental appropriation will provide the Library with sufficient salary funding to meet all current wage and benefit obligations, and to fill vacant, authorized positions in the Branches and the Main Library that need to be staffed in order to provide appropriate levels of service to Library patrons.

I respectfully request that the Finance Committee release the Public Library's appropriated reserves in the amount of $5,790,967.

Sincerely,

Regina Minudri

Regina Minudri
City Librarian

Sources of Revenue for the Supplemental Appropriation

General Fund Reserve	$400,000
Budget Incentive Reserve	114,367
Rental Revenue	27,964
Federal Subventions	159,700
Book Payments	10,316
Fines	20,764
Postal Card Sales	10,028
Library Events/Meeting Room Fees	125,228
Fuhrman Gift Fund Revenue	357,000
TOTAL SUPPLEMENTAL APPROPRIATION	$1,225,367

Memo to Board of Supervisors Finance Committee
January 28, 1998 Finance Committee Meeting

The budget request (File 98-92) for the period of July 1, 1997 through June 30, 1998 is proposed to be expended as follows:

Personnel		
Permanent Salaries (Step M Adjustment)	$522,000	
Fringe Benefits	78,000	
Total Personnel		$ 600,000
Professional and Specialized Services		
Building Maintenance (i.e., maintenance of wiring and power systems supporting the Library's automated equipment)	$ 6,756	
Maintenance of Data Processing Equipment	175,212	
Other Equipment Maintenance	116,393	
Total Professional and Specialized Services		$ 298,361
Materials and Supplies (Including data processing, electrical, hardware, lighting and office supplies)		212,639
Equipment 3 Self Checkout Units		114,367
TOTAL BUDGET		**$1,225,367**

File 98-106

Funds previously reserved in the FY 1997-98 budget of the Public Library **$5,790,967**

In an effort to encourage the Public Library to improve its fiscal reliability, the Board of Supervisors placed one-quarter of the Public Library's FY 1997-98 Permanent salary budget of $23,797,352 on reserve, or a total reserve of $5,790,967, pending a report to the Finance Committee after six months by the new City Librarian regarding: a) the Public Library's staffing reorganization plan; b) the adoption of financial accounting and controls over Department expenditures; and c) the status of expenditures relative to the approved budget. The Public Library is now requesting that the $5,790,967 in reserved fund be released. (File 98-106).

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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A. COULTER
H. LLORENTE
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the Special Meeting of the Library Commission of Tuesday, February 10, 1998

The meeting of the Library Commission was called to order at 5:38PM

The following members were noted present: Commissioners Coulter, Llorente, Steiman, and Streets.

Commissioners Agnos and Higueras were noted excused attendance.

DOCUMENTS DEPT.
MAR 0 2 1998
SAN FRANCISCO
PUBLIC LIBRARY

SUPPLEMENTAL APPROPRIATION

Report by City Librarian Regina Minudri

The City Librarian discussed the two parts of the Supplemental Appropriation request, new city funds and the release of Library Reserve Funds as outlined in the Library's letter to Mr. John Taylor, Clerk of the Board of Supervisors (copy attached). Ms. Minudri pointed out the revival of the position of Deputy City Librarian and the creation of a Chief Financial Officer position funded by this appropriation. Several managerial positions will be consolidated into a new Librarian IV position and the office of Services to Adults will be re-established. She reported that the number of direct reports to the City Librarian will be reduced to five. Ms. Minudri indicated that the release of $5.79 million in Library Reserved Funds was contingent on the Library putting into practice a strict fiscal authorization process mandating a complete match of expenditure to budgeted amount. Additionally, the City Librarian noted that the Library is instituting position controls in order to better control staffing. She mentioned that all vacant positions are reviewed for need and weekly personnel expenditures are monitored. Ms. Minudri pointed out that the Library is fully on target with its personnel expenditures for this fiscal year. Commissioner Llorente and Commissioner Streets inquired regarding efforts to keep control of grant funded positions. The Commissioners noted the critical importance of keeping tight control of the workload/staffing match. The City Librarian responded that the position control process will resolve the past problems of unfunded positions. There was discussion about the impact of the proposed consolidation of positions and re-organization of responsibilities. The City Librarian provided a chart describing the sources of funding and proposed expenditures for the supplemental appropriation (copies attached). She discussed the details of these handouts with particular attention to use of Fuhrman Fund money to recover funds expended on all appropriate materials purchased both last year and this year. There was an extensive discussion of various Fuhrman Fund related issues.

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Special
Draft

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

WILLIE L. BROWN, JR.
Mayor

CHARLES A. HIGUERAS, A.I.A.
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
STEVEN A. COULTER
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

REGINA MINUDRI
Acting City Librarian

MICHAEL HOUSH
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
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The City Librarian listed various expenditures funded through the Supplemental Appropriation, five new librarian positions, 1,100 new page hours, and all costs related to the managerial positions reorganization. In response to Commissioner Streets inquiry, the City Librarian described the plan to annual the new staff positions as well as Step M adjustments increase needs under-funded in last year's budget. Ms. Minudri observed that this Supplemental Appropriation reflects an increase in the Library's baseline budget approved by the Mayor's Budget Office. There was a discussion clarifying expenditures in the book budget. The City Librarian confirmed that all book expenditures were within the $3.5 million book budget for this year. She proposed bringing a breakdown of the details of various expenditures to the Commission. Commissioner Coulter emphasized his wish that Fuhrman Fund moneys not be used to substitute for appropriate General Fund dollars. The City Librarian reported that Fuhrman Fund money provided opportunity to build collections in depth in those areas it funds, but that it was not the only funding in those areas. Additionally, Ms. Minudri explained how the less than ideal Supplemental Appropriation process had occurred, noted that it met the requirements of the Charter, and committed to bring the Commissioners into the next budget process earlier in its development. There was further discussion of Fuhrman Fund issues.

PUBLIC COMMENT: An anonymous member of the public expressed surprise at the nature of the Fuhrman Fund discussion, that the Commissioner's discussion of the Supplemental Appropriation was after the fact of the Board of Supervisors action, and made mention of long-standing disputes over Fuhrman Fund expenditures. Peter Warfield criticized the timeliness of the Commission's action on the Supplemental Appropriation, questioned book expenditures listed in the agenda, and criticized the proposed purchase and use of self-check out machines.

MOTION: Commissioner Coulter, seconded by Commissioner Steiman, moved approval of the Supplemental Appropriation request.

ACTION: Aye 4-0 (Coulter, Llorente, Steiman, and Streets)

ADJOURNMENT: Upon a motion by Commissioner Llorente, seconded by Commissioner Steiman, the meeting was adjourned.

ACTION: Approved 4-0 (Aye - Chin, Coulter, Higueras, and Llorente).

The meeting was adjourned at 7:03PM

Michael Housh
Library Commission Secretary 2/18/98

Please note: Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the Special Meeting of the Library Commission of Tuesday, February 10, 1998 (approved as amended March 3, 1998)

The meeting of the Library Commission was called to order at 5:38PM

The following members were noted present: Commissioners Coulter, Llorente, Steiman, and Streets.

Commissioners Agnos and Higueras were noted excused attendance.

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Steven A. Coulter
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
Acting City Librarian

ael Housh
Commission Secretary

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Report by City Librarian Regina Minudri

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Civic Center
San Francisco, California 94102
Telephone 415.557.4233

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PUBLIC COMMENT: An anonymous member of the public expressed surprise at the nature of the Fuhrman Fund discussion, that the Commissioner's discussion of the Supplemental Appropriation was after the fact of the Board of Supervisors action, and made mention of long-standing disputes over Fuhrman Fund expenditures. Peter Warfield criticized the timeliness of the Commission's action on the Supplemental Appropriation, questioned book expenditures listed in the agenda, and criticized the proposed purchase and use of self-check out machines.

MOTION: Commissioner Coulter, seconded by Commissioner Steiman, moved approval of the Supplemental Appropriation request.

ACTION: Aye 4-0 (Coulter, Llorente, Steiman, and Streets)

ADJOURNMENT: Upon a motion by Commissioner Llorente, seconded by Commissioner Steiman, the meeting was adjourned.

ACTION: Approved Aye 4-0 (Coulter, Llorente, Steiman, and Streets)

The meeting was adjourned at 7:03PM

Michael Housh
Library Commission Secretary 3/4/98

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

January 15, 1998

Mr. John Taylor
Clerk of the San Francisco Board of Supervisors
401 Van Ness Ave. Room 308
San Francisco, CA 94102

Dear Mr. Taylor:

Following is a request for release of the appropriate reserve funds held from the 1997/98 Public Library budget. The total amount requested for release is $5,790,967.

During the FY 1997-98 budget process, the Finance Committee recommended reserves totaling $6,179,967 in the Library's budget. A total of $5,790,967, representing one-fourth of the Department's Permanent Salary funds, was reserved pending a report to the Finance Committee by the new City Librarian regarding the Library's staffing reorganization plan, the adoption of financial accounting and controls over Department expenditures and the status of expenditures relative to the approved budget. I will address each of these issues in this letter and in the attached Six Month Expenditure Report.

It is now approximately five months since I came to the Library as City Librarian. I accepted this appointment on a temporary basis, and will serve until a permanent City Librarian is appointed by Mayor Brown. During this time, I have reviewed the Library's budget in detail, have reviewed authorized appropriate purchases, and am finalizing the search for Chief Financial Officer for the Library. In addition, I have visited all branch libraries and Main Library units, familiarizing myself with the operations and programs of the Public Library.

Reorganization Plan
The following proposed reorganization will take place once the release of reserved funds and the supplemental appropriation that is also pending before the Board of Supervisors have been approved.

1. The position of Assistant City Librarian will be revived, as recommended in the April, 1997 Strategic Audit. This position will supervise and direct all direct public services at the San Francisco Public Library.

2. The position of Chief Financial Officer will be created, also as recommended in the April, 1997 Strategic Audit. This position will supervise and direct all non-library related activities, such as finance and operations.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

3. Several managerial classes will be consolidated into one class, tentatively titled Librarian IV. These positions will supervise and direct the Main Library, the Branch Libraries, Technical Services/Automation, Services to Children and Youth, Community Relations, and Services to Adults. I recommend this consolidation based on my analysis of Library management. This change is also consistent with the Citywide policy regarding classification consolidation.

4. The number of direct reports to the City Librarian will be reduced. Currently, ten managers report to the City Librarian. Under the reorganization, five will report to the City Librarian. They include: (1) Assistant City Librarian, (2) Chief Financial Officer, (3) Community Relations, (4) Personnel and (5) Technical Services/Automation.

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2. The Personnel Office is upgrading the position control system, using an Access data base until implementation of the Citywide personnel system No new personnel are hired unless funding is available for the position. Vacant positions are reviewed for need and relevancy. Expenditure reports are produced biweekly to monitor personnel expenditures, and are reviewed biweekly by the Personnel Manager.

Expenditures Relative to the Approved Budget

I am pleased to be able to report to the Board of Supervisors that the six month FAMIS reports show that the library is right on target with personnel expenditures. As shown on the attached Six Month Expenditure Report prepared by my office using data provided by the Controller, the Library expended 49 percent of the approved FY 1997-98 budget for personnel during the first six months of the fiscal year. (I have also attached a copy of the Controller's Salary and Fringe Benefit Projection Report, dated January 2, 1998.) We were able to maintain personnel expenditures within budgeted parameters despite the fact that the approved budget understates the number of people at higher salary steps through the Step M adjustment. The only way to accomplish this was to hold positions vacant longer than would otherwise have been necessary or desirable.

We have requested a supplemental appropriation, which we hope will be considered by the Finance Committee along with this request for release of reserved funds, to correct the Step M adjustment budgeted for the Library, implement recommendations contained in the Strategic Audit, and fund several maintenance agreements that were not funded in the current budget. I wish to emphasize that the need for a supplemental appropriation is not the result of overspending on the part of the Library. Rather, it will correct omissions to the approved budget. We have carefully monitored personnel expenditures and have not exceeded budgeted personnel expenditure levels in FY 1997-98.

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I respectfully request that the Finance Committee release the Public Library's appropriated reserves in the amount of $5,790,967.

Sincerely,

Regina Minudri

Regina Minudri
City Librarian

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Memo to Board of Supervisors Finance Committee
January 28, 1998 Finance Committee Meeting

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Equipment 3 Self Checkout Units		114,367
TOTAL BUDGET		**$1,225,367**

File 98-106

Funds previously reserved in the FY 1997-98 budget of the Public Library	**$5,790,967**

In an effort to encourage the Public Library to improve its fiscal reliability, the Board of Supervisors placed one-quarter of the Public Library's FY 1997-98 Permanent salary budget of $23,797,352 on reserve, or a total reserve of $5,790,967, pending a report to the Finance Committee after six months by the new City Librarian regarding: a) the Public Library's staffing reorganization plan; b) the adoption of financial accounting and controls over Department expenditures; and c) the status of expenditures relative to the approved budget. The Public Library is now requesting that the $5,790,967 in reserved fund be released. (File 98-106).

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San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

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PUBLIC LIBRARY

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resident

ran A. Streets
ice President

herry Agnos
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teven A. Coulter
rnest H. Llorente
arol Steiman
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egina Minudri
cting City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a Special Meeting called by the Commission President as follows:

DATE: **Thursday, February 19, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order

AGENDA:

1. Library Foundation Events Management Report.
2. Presentation of and discussion of the Draft Library Budget for FY 98-99, report by City Librarian Regina Minudri
3. Presentation of and discussion of a draft Request for Proposals (RFP) to conduct the Post Occupancy Evaluation (POE).
4. Report on the Mission Branch renovations.
5. **BYLAW AMENDMENT** **ACTION**
   Presentation of, discussion of, and possible approval of a Bylaw Amendment replacing the current commission/committee structure with twice monthly full commission meetings. (copy attached)
6. **PUBLIC COMMENT**
   (limited to the items on the agenda for this special meeting.)
7. **ADJOURNMENT** (requires motion and public comment) **ACTION**

2/9/98 - M.Housh, Commission Secretary

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION BYLAWS

ARTICLE I - Identification

Section 1: Name

The San Francisco Library Commission.

Section 2: Office

The San Francisco Public Library system is comprised of the Main located in the Civic Center, San Francisco, CA 94102 and branch libraries located throughout the City and County of San Francisco.

Section 3: Compliance with applicable laws

The Commission shall comply with all applicable laws, including but not limited to the San Francisco Charter, the Ralph M. Brown Act, the Public Records Act, San Francisco's Sunshine Ordinance and the Political Reform Act of 1974.

ARTICLE II - Mission Statement

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

The Library Commission is part of the executive branch of the government of the City and County of San Francisco. Seven Library Commissioners are appointed by and serve at the pleasure of the Mayor.

Section 2: Term of Appointment

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term.

Section 3: Compensation

Commissioners shall serve without compensation.

Section 4: Oath of Public Office

Swearing to the Oath of Public Office constitutes the Commissioner's sworn responsibility to the public trust.

Section 5: Function

The Library Commission formulates, evaluates and approves goals, objectives, plans and programs and sets policies for the Library consistent with the overall objectives of the City and County; develops and keeps current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals; approves (after public hearing) Library budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors; recommends to the Mayor rates, fees and similar charges with respect to Library items; nominates qualified applicants for the position of City Librarian for appointment by the Mayor; monitors the performance of the City Librarian who serves at the pleasure of the Commission; investigates any aspect of governmental operations within the Library; exercises other powers and duties prescribed by the Board of Supervisors; and appoints an executive secretary who serves at the pleasure of the Commission to manage the affairs and operations of the Commission.

The Commission shall evaluate the performance of the City Librarian and the Secretary to the Library Commission at least once a year.

Section 6: Excused Absences

Prior notification of absence from Commission ~~and Committee meetings~~ constitutes an excused absence. If a Commissioner misses more than four regularly scheduled, consecutive Library Commission ~~and/or Committee~~ meetings, whether the absence is excused for any reason other than illness or is unexcused, the Commission President shall notify the Commission and the Mayor of the Commissioner's lack of attendance.

ARTICLE IV - Officers

Section 1: Officers

The Officers of the Commission are a President and a Vice-president. The President and Vice-president shall serve at the pleasure of the Commission.

Section 2: Term of office

The term of each office is one year.

Section 3: General Duties and Responsibilities

The President shall preside at all meetings of the Commission.~~and is an ex officio non voting member of all standing Committees except the Nominating Committee.~~ The Commission Secretary working with the President and the City Librarian prepares the agenda for all meetings. The President serves as ex-officio member of other department/agency Committees as requested.

At the end of the fiscal year the President along with the City Librarian shall submit a written annual report to the members summarizing the activities and accomplishments of the Commission during the term of office and file such report with the Mayor and the Clerk of the Board of Supervisors.

In the absence of the President, the Vice-president shall act. The Vice-president shall perform such duties of the President as may be delegated by the President.

ARTICLE V - Commission Staff

Section 1: City Librarian

The City Librarian shall have the duties and powers which are set forth in the Charter and Ordinances of the City and County of San Francisco. As the Executive Director of the department, the City Librarian or a designee shall attend all meetings of the Commission and is also required to report to the Commission on all matters which concern the operation of the department and which may call for its attention.

The Commission shall deal with administrative matters solely through the City Librarian or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of the Commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the Commission's powers of hearing and inquiry as provided in the Charter.

Section 2: Commission Secretary

The Secretary or designee shall attend all meetings of the Commission and **the Nominating** ~~its C~~Committee~~s~~ and is responsible for the proper recording and distribution of all Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate.

The Secretary shall also serve as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of this document, or other regulations which may apply to how the Commission conducts business.

ARTICLE VI - Committees

Section 1: ~~Committee Chairs~~

~~The President shall appoint Commissioners to serve as Committee Chairs for a period of one year. These chairs shall serve at the pleasure of the President.~~

~~Section 2: Committee Meetings~~

~~Committees shall meet at regularly scheduled times and places or at additional meetings deemed necessary by a majority of the Committee membership or the Chair. All Committee meetings will be conducted in the same manner as regular Commission meetings.~~

~~Section 3: Committee Quorum~~

~~A majority of the members of a Committee is a quorum. A Committee may act through the majority of the quorum.~~

~~Section 4: Standing Committees~~

~~The Commission has two standing Committees: Finance, Operations and Building and Planning and Policy. Each Committee shall have three Commissioners.~~

~~Section 5: Finance, Operations and Building Committee~~

~~This Committee has oversight responsibilities for the budget; forms financial plans and processes; evaluates fines and fees; makes recommendations to the Commission for the financial well being of the Library programs; performs other operational issues appropriate to the well being of the Library system; and general oversees construction, maintenance, safety and renovation projects for Library facilities.~~

~~Section 6: Planning and Policy Committee ***~~

~~This Committee reviews general policy, goals and objectives for the library and provides a public forum for the consideration of policies affecting the public. This Committee also reviews strategic plans for the long term development of the institution such as the five year plan and the Collection Development plan; and reviews strategic goals such as the use of the Library facilities by the public.~~

~~Section 7:~~ Nominating Committee

The function of the Committee is to submit nominations for the ensuing year's President and Vice-president. Each Commissioner must state publicly at the December meeting of the Commission his/her willingness to run for office. From those Commissioners who stated they would not run for office, the President shall choose three Commissioners to constitute the Nominating Committee. The Nominating Committee members shall each file written notice with the Commission Secretary not less than ten days before the Nominating Committee meets of their decision not to run for office.

In a public meeting, the Nominating Committee shall decide who will be its nominees. The Nominating Committee shall present its recommendations at the January meeting. Additional nominations will be accepted from the Commission and/or the floor during the January meeting.

If an officer leaves the Commission before the end of his/her term, the remaining officer will convene a meeting of the Nominating Committee which will present its recommendations at the regular Commission meeting following the Nominating Committee's meeting. Additional nominations will be accepted from the Commission and/or the floor during the meeting in which the recommendations are made.

Section 2~~8~~: Ad-Hoc Committee

The Commission at its discretion may establish an Ad-Hoc Committee to address issues **within the Commission's jurisdiction.**~~outside the purview of the standing Committees.~~

Section 3: Committee Quorum

A majority of the members of a Committee is a quorum. A Committee may act through the majority of the quorum.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members (i.e., four votes) shall be required for the approval of any matter.

Section 2: Public Input

The Commission shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three minutes. Each agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except, at the presiding officer's discretion, Public Comment can be heard earlier in the agenda when a member of the public wants to speak but is unable to attend the entire meeting.

When it appears that an item may elicit considerable public comment, the presiding officer may, at his sole discretion, ask those to desire to speak to sign up on a sheet, provided by the Commission Secretary. Speakers will be called for comment in the order in which they signed the sheet. Members of the public, who do not elect to sign or do not wish to give their name, may give comment after those who did sign have had an opportunity to comment.

Except for the actions taken at lawful closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statues and ordinances of the Board of Supervisors.

Section 3: Meeting Minutes

Minutes shall be taken at every **Commission** ~~Committee and Commission~~ meeting. The minutes shall state, at minimum, the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those members of the public who spoke on each matter (if the speakers identified themselves), whether such speakers supported or opposed the matter and the time the meeting was adjourned. Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.

Section 4: Regular Meetings

Regular meetings of the Library Commission shall be held on the first **and third** Tuesdays of each month in the **Koret Auditorium of the** Main Library ~~in the~~ **at 5:30 p.m.** ~~Latino-Hispanic Community Meeting Room.~~ The Regular Meeting and/or Special Meetings may be held at other locations or at other times subject to the provision of appropriate notice.

Section 5: Closed Sessions

The Commission is authorized to hold closed (non-public) meetings for limited purposes, such as the discussion of: matters posing a threat to the security of Library buildings or a threat to the public's right of access to Library buildings or services; consideration of the appointment, employment, evaluation of performance or dismissal of department head or Commission secretary or pending litigation. Upon consultation with the City Attorney, and determination that a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6: Special Meetings

The President of the Commission may call special meetings to address specific matters.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the President, the City Librarian and the Commission Secretary. The Commission Secretary shall work with the Commission President ~~and Committee Chairs~~ to develop the agenda. The agenda shall consist of items requested by the President, the City Librarian or the Commission.

ARTICLE IX - Voting

Section 1: Voting and Abstention

Each member present at a Commission ~~or Committee~~ meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case by case basis, in consultation with the City Attorney~~.~~

Section 2: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedures

At the discretion of the Commission President~~ or the Committee Chair~~, except where the Charter or other rules provide required procedure, meetings shall be governed by the most recent edition of Robert's Rules of Order. (1990 9th ed., Scott, Foresman *Robert's Rules of Order Newly Revised* - as of 3/24/97.)

ARTICLE XI - Bylaws Amendments

These bylaws may be amended at any meeting of the Library Commission by a majority vote of those present, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting.

APPROVED AS TO FORM:

LOUISE H. RENNE
CITY ATTORNEY

by______________________
Sandra K. Schaefer
Deputy City Attorney

Amended 04/02/96
Correction 08/06/96
Amended 11/05/96
Amended 12/02/96
Amended 3/24/97
Amended 5/6/97
Submitted for approval 1/22/98

SAN FRANCISCO PUBLIC LIBRARY
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PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the Special Meeting of the Library Commission of Tuesday, February 19, 1998

WILLIE L. BROWN, JR.
Mayor

CHARLES A. HIGUERAS, A.I.A.
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
STEVEN A. COULTER
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

REGINA MINUDRI
Acting City Librarian

MICHAEL HOUSH
Commission Secretary

The meeting of the Library Commission was called to order at 5:35PM

The following members were noted present: Commissioners Agnos, Chin, Coulter, Higueras, and Streets.

Commissioners Steiman and Llorente were noted excused attendance.

The Commission Secretary announced that due to lack of a quorum the meeting of the Planning and Policy Committee which had been scheduled to begin at 5PM had been canceled.

LIBRARY FOUNDATION QUARTERLY REPORT

By Ms. Cindy Gordon, Foundation Director of Special Events

Ms. Morton presented the details of the Library foundation's event activities (copy attached) during the last quarter of 1997. Commission Vice President Fran Streets requested a full report to the Commission on Library Foundation payments to the Library. Commissioner Coulter suggested that a review of the rules governing use of library facilities for Foundation activities may be needed in an effort to increase its ability to generate more funds for the Library.

Public Comment: Peter Warfield spoke about details of the expenses reported.

LIBRARY 1998-99 BUDGET REPORT

City Librarian Regina Minudri presented an overview of the Library's proposed 1998-99 Budget. She introduced Ms. Eve Sternberg, the Finance Director, and began discussion of the Budget Report (copy attached) that Ms. Sternberg had prepared for the Commissioners. There was a extensive presentation of the materials in the Budget Report. Ms. Minudri proposed to bring a detailed schedule of the remaining steps in the budget process to the Commissioners at their March meeting. The Commissioners inquired regarding capital improvements such as branch library roof repairs, controlling grant funded personnel costs when grants expire, and the book budget. Commission Vice President Fran Streets requested that the City Librarian prepare a breakout of the figures for the book budget, salaries, and a reconciliation of book budget expenses during the past three years. There was additional discussion concerning the bond interest fund account, branch capital expenses, and funding for any Post Occupancy Evaluation identified work on the Main Library. Ms., Minudri discussed the Personnel staff's efforts to get new computers and position control software to put full position controls in place. She also pointed out that the Library had resolved any potential Year 2000 problems.

Public Comment: Ed Regan requested a breakdown of the budget regarding

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415-557-4233

encyclopedias, non-fiction, and fiction materials. Peter Warfield spoke on catalog improvements, staffing levels as mentioned in the three year Technology Plan and Authority Control Plan, computer upgrades, Fuhrman Trust funds, and the $175,000.00 expenditure proposed for upgrading the Library's emergency communications system.

MISSION BRANCH RENOVATION REPORT

Mr. Roger Wong, Department of Public Works reported that during the past month the extremely rainy weather had posed some, but not major problems in the ongoing renovation work at the Mission Branch Library. He reported the discovery of toxic soils and outlined action to clean it up. Mr. Wong discussed the details of the work, portions completed, work being done, and an eight (8) day completion deadline extension granted to the contractor because of the weather conditions. He described minor change orders that may become necessary as the work progressed and committed to continue to involve and consult with the Library's project representative on any decisions proposed. He reported that professional opinion believed that the water problems were strictly weather related.

BYLAW AMENDMENTS

Commission President Charles Higueras presented his proposed changed in the Commission Bylaws to eliminate the Commission's committees in favor of twice monthly full Commission meetings. The Commissioners discussed various aspects of the proposed changes. Commissioner Coulter proposed the deletion of the Nominating Committee as well. Following some discussion the Commissioners deferred their consideration of that proposal to the March 3, 1998 regular Commission meeting.

MOTION: Commissioner Higueras, seconded by Commissioner Agnos moved adoption of the Bylaw changes as noticed.

Public Comment: An anonymous member of the public expressed his view that amending the Commission Bylaws to delete the Nominating Committee required a formal written and specially noticed 10 day period. Ed Regan opposed the Bylaw change as it did not address his wish for expanded Library hours.

ACTION: Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Streets)

ADJOURNMENT: Upon a motion by Commissioner Coulter, seconded by Commissioner Chin, the meeting was adjourned.

ACTION: Approved 5-0 (Aye - Agnos, Chin, Coulter, Higueras, and Streets).

The meeting was adjourned at 6:52PM

Michael Housh, Library Commission Secretary 2/23/98

Please note: Please note: These are draft minutes subject to approval by the San Francisco Public Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Library
Foundation
*Community Support for the
San Francisco Public Library*

February 12, 1998

To: Fran Streets
Chair, Finance Committee, San Francisco Public Library Commission

Regina Minudri
Acting City Librarian, San Francisco Public Library

From: Cindy Morton
Director of Special Events, Library Foundation of San Francisco

Quarterly Report (October 1- December 31, 1997)

Attached is the Events Management Report for the quarter (October - December 1997) as required by the Memorandum of Understanding between the Library Foundation and the City and County of San Francisco acting by and through the San Francisco Public Library.

The Report includes:
(i): A complete list of all potential event space users who have requested information (attached),
(ii): Events that are actually Booked (as well as those that have already occurred),
(iii): Gross and net revenues,
(iv): Potential renters who could not hold events here because of scheduling conflicts,
(v, vi): Instances of non-compliance with the Library's Building Care and Use Policy or unforseen needs.

(ii) Events to date (10/1/97-12/31/97):
The Contributions Council
Charles & Helen Schwab Foundation, Bay Area Teachers' Award Program
D-Film, Film festival
Nash Bridges television location
The Indus Group (canceled, deposit collected)
San Francisco Chronicle

(ii) Booked Events (Reservations):
Ty Allison Photography, photo shoot

LIBRARY FOUNDATION OF SAN FRANCISCO
San Francisco Public Library
100 Larkin Street
San Francisco, California 94102
Tel 415.437.4853 • Fax 415.437.4855

San Francisco Performances
National Foundation for Jewish Culture
Art.Rage.US
American Institute of Architects (AIA) Program

(iii) Gross and Net Revenues 10/97-12/97
Gross Revenues (10/97-12/97): $41,600
SFPL Operational Expenses: <$6,306>
Net Revenues: $35,294

Summary of Rental Revenues:
*Gross Rentals year to date (7/97-12/97): $78,600
*Current reservations (deposits received or in process): $16,450
*Current inquiries (and pending events): $50,000
Total Projected Gross Revenues (through 7/96-6/97): $145,050

(iv) Conflicts:
8 potential events were not booked due to scheduling conflicts.

(v) Compliance with the Library's Building Care and Use Policy:
There were no instances of non-compliance with the Building's Care and Use Policy.

(vi) Unforseen needs or requests presented by events space users:
There were no unforseen needs or requests.

Inquiry Log October through December 1997

Inquiry Date	Organ.	Event, guests	Space & date	Status
10/2	Peter Kwong	TV Commercial		Selected other location
	Bank of America	Daytime Meeting		Daytime event
10/3	California Medical Assoc.		Koret	Sent info.
10/6	McKenzie Communications	SFUSD reception, 600	Atrium, October	Under consideration
	California Bankers' Assoc.	Dinner, 125	Atrium, May '98	Selected other venue
10/7	The Left Coast Ensemble	Free concert	Koret, December	Referred to SFPL
	Human Rights Campaign	Fund-raiser, 250	Atrium, Oct. '98	Sent info.
10/8	Asian & Pacific Islander Wellness Center	Fund-raiser, 300	Atrium, Feb. '98	Sent info.
10/10	Rick Hurns Productions	Holiday party, 200	Atrium, Dec. '97	Sent info.
10/16	Bragman Nyman Cafarelli	ScotsFest, 500	Atrium, Jan. '98	Space already booked
10/17	Trayer Engineering	Educational seminars	no date	Sent info.
	Congregation Shahar Jehav	Reception, 125	Skylight Gallery	Sent info.
10/20	McDougall Creative	Product launch	Koret, Jan. '98	Need daytime set-up
	Beacon School	Dinner, 250	Atrium, March '98	Sent info.
	ED2 International	Reception, 200	Atrium, Dec. '97	Need early start
10/21	Bill Graham Special Events			Sent info.
10/27	La Raza Centra Legal			Referred to SFPL
	Nash Bridges	TV Location	Nov. '97	Booked
10/28	Young & Rubicam	Holiday party, 150	Atrium, Jan. '98	Booked
	Massimo Catering	Reception, 400	Atrium, Feb. '98	Selected other venue
10/30	J/B Meetings	Dinner, 100	Gallery Foyer, March '98	Selected other venue

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Inquiry Log October through December 1997

Inquiry Date	Organ.	Event, guests	Space & date	Status
12/5	Beyond Events	Dinner, 500	Atrium, May '98	Sent info.
	Cunningham Communications	Press conference, 200	Koret, Jan. '97	Mid-week
	Meaghan Shinnefield	Wedding, 220	Atrium, Aug. '97	Site tour
12/10	Memento	Reception, 1000	Atrium, April '97	Sent info.
	Friends of Faith	Reception	Atrium, May '97	Tentative hold
	River of Words	Reception		Referred to SFPL
12/11	UCSF	Reception		Referred to SFPL
	Paula LeDuc	Reception	Atrium, Nov. '97	Sent info.
12/12	San Francisco Film Foundation	Film festival	Koret, June '98	Sent info.
12/15	Eileen Kilgareth	Wedding, 250	Jan. '99	Need earlier start
12/17	CeWear	Breakfast, 150	Feb. '97	Need daytime program
12/18	Ty Allison Photography	Advertising shoot	Jan. '97	Booked
12/22	NASCOR	Reception, 500	Atrium, Sept. '97	Selected other venue

Library
Foundation

*Community Support for the
San Francisco Public Library*

February 18, 1998

To: Fran Streets
Chair, Finance Committee, San Francisco Public Library Commission

Regina Minudri
Acting City Librarian, San Francisco Public Library

From: Cindy Morton
Director of Special Events, Library Foundation of San Francisco

Quarterly Report/Supplement (October 1- December 31, 1997)

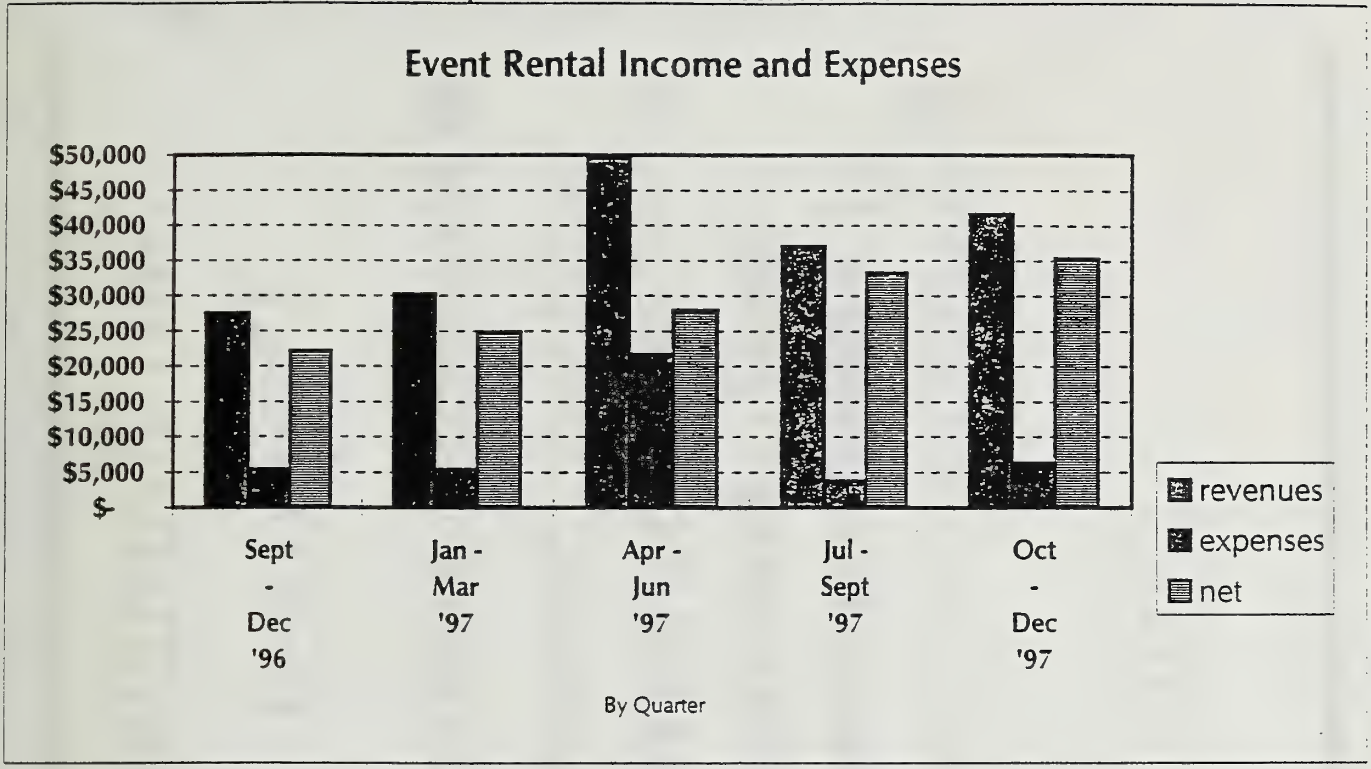
The attached charts illustrate the Event Space rental activity at the New Main for five quarters from September 1996 through December 1997. Gross revenues have increased with expenses remaining consistent and net proceeds increasing, with the exception of the April - June 1997 quarter which reflects higher gross revenues and higher expenses as a result of the "City of Angels" film location at the Main Library. Inquiries are also consistent, with summer months somewhat quieter.

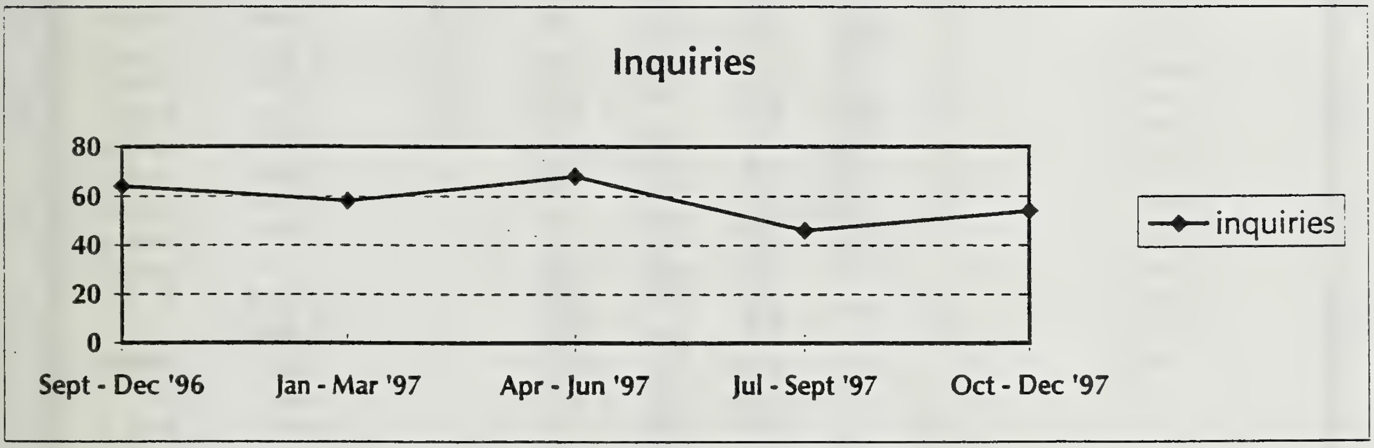
Refer to the Quarterly Events Management Report dated February 12, 1998 for further information.

LIBRARY FOUNDATION OF SAN FRANCISCO
San Francisco Public Library
100 Larkin Street
San Francisco, California 94102
Tel 415.437.4853 • Fax 415.437.4855

Event Space Management

September 1996 - December 1997





San Francisco Public Library
Proposed 1998/99 Budget

- Revenue Assumptions:
  - Library Preservation Fund stays level
  - Departmental revenue stays essentially level, after adjustments made in the supplemental appropriation

Library Staffing

- Annualization of supplemental will provide $1.2 million in salaries & fringe benefits, so staffing can be adjusted to appropriate levels
- Deputy City Librarian and Chief Financial Officer will be absorbed in baseline budget
- No new staff requested

Library Books & Materials Budget

- Increase of $175,000 requested to keep pace with inflation. This provides a 5% funding increase

Facilities Operation

- Supplemental appropriation will be annualized to support ongoing maintenance contracts and supplies.
- Cost savings within baseline budget are reallocated to correct a structural under-funding of building maintenance costs.

New Requests for FY 1998/99

- Branch Roofing Project: Comprehensive project to replace roofing at the following branch libraries:
  - Anza Bayview Bernal
  - Merced Noe Valley North Beach
  - Ortega Parkside Potrero

  - Richmond West Portal
  - $372,500

New Requests, cont'd

- Increase to Books and Materials Budget
  - $175,000
- One Reference workstation for Main Library Art/Music Section (12 CD ROM)
  - $3,200
- Updated Computers for Library Automation
  - $19,771

New Requests, cont’d

- Updated Computers for Personnel & Ops
  - $14,000
- Replacement of Book Delivery truck
  - $35,602
- Security gates for Richmond & Marina
  - $37,020

New Requests, cont'd

- Updated computers for Technical Services
  - $12,000
- Shelving for Main Library, 4th floor
  - $7,500
- Replacement printer for periodical processing
  - $1,820

New Requests, cont’d

- Industrial grade video rewinder/cleaner, damage detector
  - $2,748
- Bar Code duplicators
  - $10,214
- Media Services production equipment
  - $8.700

New Requests, cont’d

- Forklift
  - $20,000
- Radio communications enhancement for Main Library
  - $175,000
- Public Address system for Main Library
  - $46,000

New Requests, cont'd

■ Total cost of new initiatives:		$1,441,075
– Less reallocation of one-time		500,000
– New funding requested	$	941,075

Budget Summary

■ Proposed FY 1998/99	$39,975,220
– original FY 1997/98	37,442,135
– budget increase	$ 2,533,085
■ Proposed FY 1998/99	$39,975,220
– revised FY 1997/98	38,667,502
– budget increase	$ 1,307,718

Department: Library - 41

Mission: The San Francisco Public Library system is dedicated to free and equal access to knowledge, independent learning, and the joys of reading for our diverse community.

Background: The San Francisco Public Library strives to provide a collection of books, materials and electronic resources for the children, youth and adults of San Francisco that satisfies the cultural, intellectual and informational needs of our diverse citizenry. The Library system includes 26 branch libraries and a Main Library. All San Francisco residents live within a 1 ½ mile radius of a full-service branch library.

The Library has undergone a tremendous amount of change in the past several years. The system has received a significant increase in funding, expanded its services, constructed and renovated facilities, and modernized its technological resources. The primary catalysts for these changes have been the passage of Proposition E and the opening of the new Main Library.

Proposition E, which provides the Library with dedicated funding of .025 percent of property tax revenue and earmarks a stable proportion of the General Fund for the Library, permitted the Library to increase system wide hours of service from 801 hours per week to 1,172 hours per week, starting in 1995. This dedicated funding also permitted the Library to raise the annual books and materials significantly over pre-Proposition E levels, to start the process of bringing our collection up to the standards of comparable major urban library systems.

The increased hours of service, combined with the opening of the popular new Main Library, have led to a tremendous increase in San Franciscans' use of the Library system over the past few years. Although the initial surge in Library usage is now starting to level out, the number of items circulated per week has averaged 456,213 so far in FY 1997-98, a 63 percent increase over the FY 1993-94 level.

The Library has experienced the growing pains that come with such rapid expansion. Under new leadership in FY 1997-98, the Library has made strides in handling the increased shelving and circulation requirements of serving patrons at the new Main Library. Increased attention is being paid to the Branch Libraries; their physical conditions, staffing levels, and materials allocations. A reorganization plan designed to revitalize library management, accountability and communication is in place. The Library has also brought personnel expenditures under control, and is implementing further financial control systems that will help managers to allocate resources where they can most benefit the public. Finally, a major renovation of the Mission branch library is underway and will be completed by May, 1999.

Strategic Budget Issues:

Protecting and Improving Library Facilities
The City has deferred maintenance on the roofs of 11 branch libraries for several years. Adverse weather conditions during the winter of 1998 have further damaged these roofs, and rendered the situation urgent. Rain is damaging the buildings. Librarians and the public have to contend with active leaks, which threaten to damage books. It is time to repair the roofs of the Merced, Parkside, Anza, Bernal, West Portal, North Beach, Noe Valley, Bayview, Ortega and Potrero branch libraries, to protect the buildings, the resources they house, and the public. The Library is proposing to allocate baseline resources from one-time FY 1997-98 expenditures to pay for a large share of the cost of this roof repair. The balance is requested as a new initiative.

Operations and maintenance of library facilities have not been adequately funded since opening of the new Main Library. This budget reallocates cost savings within the Management program to address currently unmet ongoing operational needs. Most of these activities are invisible to the public, but when infrastructure fails the public is directly effected. Looking ahead, in FY 2000-2001 the Library will need approximately $51,000 in funding to replace warranties that will expire in that year with ongoing maintenance contracts. An additional $43,000 will be needed in FY 2002-2003 to initiate additional maintenance contracts on equipment with warranties expiring in that year.

A post occupancy architectural assessment of the new Main Library, begun in FY 1997-98, will be completed in FY 1998-99. The Library will develop a long-term strategy to implement the recommendations of this assessment, focusing on improvements that will provide the greatest benefits to patrons.

Improving Access to Library Resources
As a matter of policy, the Library's Books and Materials Budget should be adjusted annually to keep pace with inflation in the price of books.

During FY 1997-98, the Library introduced a self-checkout option at the Main Library in order to reduce patron waiting times. The Library will carefully monitor this pilot project to determine whether it might also be effective at the busiest branch libraries.

Improving public access to the books and materials of the Library system is a multi-faceted effort. Efficient purchasing and processing of books, adequate facilities to display books, protection from theft or damage of books and speedy checkout of books are all part of the equation. The proposed budget will increase shelving at the Main Library, provide anti-theft security at the Richmond and Marina branch libraries, replace an aging vehicle to provide more efficient delivery of books between the 27 libraries in the system, update computers to enable more efficient book ordering, and provide a CD rom reference workstation to improve access to the Art/Music/Recreation materials on the fourth floor of the Main Library.

Looking ahead, the Library Foundation plans to launch an effort to raise private funds to improve access to the on-line catalog at the branch libraries by moving to personal computer based terminals that are able to display graphics in addition to text. This improvement will make the on-line catalog easier for the public to use. In the coming years, the Library will work with the Foundation in a cooperative effort to improve the branch libraries, and the Library's FY 1999-2000 budget proposal is expected to reflect this commitment. The Library will also need to upgrade the computer hardware platform that supports on-line cataloging and all other information technology in FY 1999-2000, at an approximately cost of $1 million. Finally, as part of our efforts to improve public access to Library resources, the Library plans to conduct a thorough analysis of staffing allocation, to ensure that existing staff is assigned in a way that best meets public needs.

Department Performance Goals

Performance Goal	**Actuals FY 1996-97**	**Proposed FY 1997-98**	**Mid-Year Performance FY 1997-98**	**Proposed FY 1998-99**
Items Circulated	5,547,488	5,700,000	2,737,040	5,500,000
Items Used in Libraries	3,041,069	3,500,000	N.A.	3,500,000
Visits to Libraries	6,015,646	6,200,000	3,086,456	6,200,000
Reference Questions Answered	1,497,033	1,700,000	883,224	1,800,000
Purchase and Processing of Items to Add to Collection	To be inserted	215,000 items	N.A.	215,000 items
Participation of Children and Youth in Library Programs	214,342 children/youth	111,000 children/youth	N.A.	186,000

Main Library:

The Main Library is the City's largest "branch" library, providing centrally located in-depth reference and circulating collections. The collection contains materials in a variety of formats (print, video, and audio) and languages, including English, Chinese, Spanish and 38 others. Special centers at the Main offer focused collections for specific needs or interests. These centers include, for example, the Library for the Blind/Print Handicapped, the Environmental Center, the gay and Lesbian Center, the African American Center, and the San Francisco History Center.

Program Budget Issues: The proposed budget will improve access to materials on the Main Library's fourth floor, through (1) additional open shelving to accommodate at least 1,200 books; and (2) an Art/Music reference workstation with a 12-unit CD rom changer to provide patron access to reference works that contain sound, animation, motion and high definition color images.

The propose budget also addresses some equipment needs at the Main Library that will improve services to patrons: (1) an industrial grade video rewinder/cleaner/damage detector, to provide a major increase in the life and quality of the videotapes, and reduce staff time spent in rewinding and examining tapes for damage; and (2) Purchase of two bar code duplicators, to permit relocation of all bar codes to the exterior of books. This maximize patron use of the new self-checkout facilities and will also help reduce carpal tunnel related workers' compensation claims .

Branch Libraries:

The Branch Program serves San Francisco through twenty-six branch libraries. The branches offer various programs such as reading advice, story times, resources for independent learning, and reading groups, The specific programs offered at each branch are tailored to the needs of the surrounding community.

The Branch Program also encompasses the following services:

- Extension Services – providing reference support to branch staff and the delivery of books and materials between branches.
- Friends for Life – an outreach project in which volunteers bring Library materials to those who have AIDS or are HIV positive.
- Library on Wheels – the Bookmobile brings service to older adults throughout the City with stops at senior housing, residence hotels, meal sites, adult day health care, and senior activities centers.
- Children's Bookmobile – serving children unable or unlikely to visit existing facilities.
- Youth Guidance Center – providing services and collections responsive to youth-at-risk at the Youth Guidance Center, a youth correctional facility.

Currently, the Community Relations and Media Services units of the Public Library are also included in the Branch Program. These programs are crucial to Branch services, because they function to inform neighborhoods about resources and special programs at the branches. However, they also provide extensive services for the Main Library, which plays a very active civic role in hosting special exhibits and programs that are publicized by Community Relations and/or staffed by Media Services. For this reason, the Library will shift these programs to the Management Program as part of the overall reorganization that is being implemented by the City Librarian.

Program Budget Issues:

Fixing 11 branch roofs to prevent further damage to branch library facilities tops the list of Branch Program budget issues, as described above under strategic budget issues. It is also important to replace our small, aging and highly unreliable delivery van with a larger delivery van that has appropriate shelving for books and will provide consistent service, to ensure that delivery of new materials and interlibrary loans proceeds efficiently. The Richmond and Marina branch libraries are scheduled to receive security gates, in a multi-year process designed to place such gates in all library branches. Such security gates have proven to be extremely effective in preventing theft of library materials.

The Media Services Division has not upgraded most equipment for nine years, although their responsibilities in supporting Library programs for the public have grown tremendously. The proposed budget would provide upgrades to the computer controlled video editing and post production system, a large screen video monitor for auditorium use, and an intercom system to allow the Media director to speak with camera operators and other technicians during the production of television programs.

Technical Services:

Technical Services coordinates all facets of the process of bringing books and materials into the library system and maintaining them. The departments that constitute Technical Services are:

- Acquisitions - responsible for purchasing books, video/audio tapes, and other library materials.
- Periodical Processing - responsible for ordering and tracking periodical subscriptions, maintaining periodical databases, and providing bibliographic and bindery control for periodicals.
- Cataloging - responsible for establishing and maintaining the bibliographic database for the Library's online catalog.
- Materials Selection - coordinating the selection of adult and foreign language materials.
- Preservation - managing the conservation, bindery, and preservation program and repairing damaged library materials.

Technical Services continues to make progress in completing the cataloging and inventory of reference books, as well as for circulating books in remote storage in Brooks Hall.

The proposed budget will provide a combined total of $3,725,000 in General Fund, Library Preservation Fund and Fuhrman Bequest funding for purchase of library books, databases and periodicals. This is the same amount of funding that was allocated to the book budget in FY 1997-98.

Program Budget Issues:
The proposed budget adds $175,000 to the Book and Materials Budget, which reflects a 5% inflationary increase in the price of books and library materials.

Technical Services staff make constant use of the many large databases that are required to do online ordering of books, to update and maintain the online catalog, and to carefully control the movement of books and materials between bindery/repair operations and circulation. The proposed budget will replace six outdated 386 computers in Technical Services with Pentium PCs, to enable staff to run the software programs they need to use. A special printer used as part of the periodicals and serials control system has exceeded its useful life, and needs to be replaced.

Management Services:

Management Services is responsible for providing system-wide administrative support and operation of the 27 library facilities. These include engineering, security and custodial services; telecommunications, microcomputer and automated system support; volunteer services; personnel; finance; and Library Commission support. Many system-wide expenses are centrally budgeted in this program, including materials and supplies for all facilities, equipment lease/purchase payments, and building/equipment maintenance contracts and expenses.

Program Budget Issues:
The major project to repair branch library roofs is important to the support services portion of the Management budget, as well as to the Branch Program, because the Library is currently using its meager facilities maintenance funds to replace branch library roofs on an emergency basis. This results in indefinite deferral of many of the ongoing routine maintenance tasks that should be carried out. In addition to funding a comprehensive branch roof repair project, the proposed budget supports some badly needed maintenance equipment, and also reallocates cost savings within the Management Program to more adequately fund maintenance. Books must be housed in buildings. The buildings must be adequately maintained in order for the public to have access to the books.

Library managers in the Automation Services and Personnel divisions of the Management Program are currently using outdated computer equipment that is inadequate to support the new personnel control system or the oversight of the Library system's automated systems that is the responsibility of the Automation Division. Replacement of these PCs with newer Pentium PCs is a small, but essential component of the budget in order to strengthen the Library's efforts to manage staffing and achieve budgetary/personnel control, as well as to provide optimal automation support to the Main and branch libraries.

The proposed budget includes an increase of two positions: an Assistant City Librarian and a Chief Financial Officer, both of which are funded through reallocation of savings achieved from the Library's baseline budget. These positions were recommended in the management audit of the Library conducted in FY 1996-97, and have been discussed with the Mayor and Board of Supervisors in the context of the Library's overall reorganization for some time.

Children's Program:

The Children's Program promotes literacy, reading, and information access for children and youth through the age of eighteen. This program oversees:

- Selection of materials in more than 50 languages, including books, magazines, audio cassettes, videos, CD ROMs and pamphlets (approx. 43,000 items)
- Creation of book lists and pathfinders which assist children and teachers in finding information
- Development of electronic resources aimed specifically at children and youth
- Provision of reference and reader's advisory assistance (601,910 queries in 1996/97)
- Coordination of Dial-a-Story program which presents stories in English, Spanish and Cantonese
- Training for the Book Buddies hospital reading program
- Coordination of the Teen Advisory Council in which teens work with the Teen Services Specialist to develop programs for high school age youth
- Administration of volunteer programs tailored to children and teens, including those where teens work with younger children
- Coordination of programs throughout the library system for children and youth
- Provision of on-going staff development for those working with children and youth

The Children's and Youth Services Program also includes projects funded through the Mayor's Office of Children, Youth and Their Families. These projects primarily provide outreach targeted to at-risk children and youth; service to the Youth Guidance Center, the Children's Bookmobile, Outreach Service to Middle Schools, Outreach Service to the Tenderloin (See the Mayor's Office of Children, Youth and Their Families.)

Program Budget Issues:

Children's Program activities will be augmented by a modest increase in funding for craft supplies funded under the Management Program, through a reallocation of baseline funds.

PUBLIC LIBRARY
PROPOSED BUDGET
FY 1998-99
SUMMARY

Obj	Object Title	Original General Fund Budget FY 1997-98	Original Library Pres. Fund Budget FY 97-98	Total Original Budget FY 97-98	FY 97-98 General Fund Supplemental	Revised General Fund Budget FY 97-98	Total Revised Budget FY 97-98 Budget	Proposed General Fund Budget FY 98-99	Proposed Library Pres. Fund Budget FY 98-99	Total Proposed Budget FY 98-99	Increase (Decrease) Proposed vs. Revised
001	Permanent Salaries	16,042,290	7,261,022	23,303,312	476,190	16,518,480	23,779,502	17,098,185	7,344,986	24,443,171	663,669
005	Temporary Salaries	113,104	0	113,104	0	113,104	113,104	113,104	0	113,104	0
009	Premium Pay	337,656	0	337,656	0	337,656	337,656	337,656	0	337,656	0
011	Overtime Pay	14,000	15,769	29,769	0	14,000	29,769	17,373	17,396	34,769	5,000
012	Holiday Pay	2,097	0	2,097	0	2,097	2,097	2,097	0	2,097	0
013	Mandatory Fringe	3,791,533	1,916,759	5,708,292	123,810	3,915,343	5,832,102	4,087,895	1,916,759	6,004,654	172,552
	Total Labor	20,300,680	9,193,550	29,494,230	600,000	20,900,680	30,094,230	21,656,310	9,279,141	30,935,451	841,221
021	Travel	0	8,000	8,000	0	0	8,000	0	13,410	13,410	5,410
022	Training	64,000	36,412	100,412	0	64,000	100,412	64,000	42,880	106,880	6,468
023	Employee Field Expense	6,500	0	6,500	0	6,500	6,500	6,640	2,950	9,590	3,090
024	Membership Dues	2,600	75,000	77,600	0	2,600	77,600	0	77,600	77,600	0
025	Entertainment and Promotions	25,000	0	25,000	0	25,000	25,000	25,000	0	25,000	0
027	Professional Services	107,000	135,000	242,000	0	107,000	242,000	108,200	135,000	243,200	1,200
028	Maintenance Services - Bdgs/Struc	5,000	103,000	108,000	8,756	13,756	116,756	14,000	103,000	117,000	244
029	Equipment Maintenance	218,183	64,821	283,004	291,605	509,788	574,609	499,712	82,821	582,533	7,924
030	Rents and Leases	129,032	0	129,032	0	129,032	129,032	129,032	0	129,032	0
031	Rents & Leases - Equipment	30,600	21,600	52,200	0	30,600	52,200	30,000	0	30,000	-22,200
032	Utilities	0	0	0	0	0	0	0	0	0	0
035	Other Current Expenses	753,873	222,300	976,173	0	753,873	976,173	269,745	197,300	467,045	(509,128)
040	Materials and Supplies	901,724	3,185,500	4,087,224	210,639	1,112,363	4,297,863	1,378,600	3,226,968	4,605,568	307,705
060	Equipment Purchase	120,300	0	120,300	114,367	234,667	234,667	393,575	0	393,575	158,908
081	Services of Other Departments	635,257	1,097,203	1,732,460	0	635,257	1,732,460	1,312,625	926,701	2,239,326	506,866
	Total Non-Labor	2,999,069	4,948,836	7,947,905	625,367	3,624,436	8,573,272	4,231,129	4,808,630	9,039,759	266,487
	Grand Total	23,299,749	14,142,386	37,442,135	1,225,367	24,525,116	38,667,502	25,887,439	14,086,154	39,975,210	1,307,708

*Totals do not include on-going Finance Agency costs for equipment purchased in past years.
The Chief Administrator's Office will calculate and add these figures to the budget.

PUBLIC LIBRARY
PROPOSED BUDGET
FY 1998-99
MAIN LIBRARY

Obj	Object Title	Original General Fund Budget FY 97-98	Original Library Pres. Fund Budget FY 97-98	Total Original Budget FY 97-98	FY 97-98 General Fund Supplemental	Revised General Fund Budget FY 97-98	Total Revised FY 97-98	Proposed General Fund Budget FY 98-99	Proposed Library Pres. Fund Budget FY 98-99	Total Proposed Budget FY 98-99	Increase (Decrease) Proposed vs. Revised
001	Permanent Salaries	5,218,293	1,998,780	7,217,073	238,095	5,456,388	7,455,168	5,694,484	1,998,780	7,693,264	238,096
005	Temporary Salaries	0	0	0	0	0	0	0	0	0	0
009	Premium Pay	222,618	0	222,618	0	222,618	222,618	222,618	0	222,618	0
011	Overtime Pay	0	0	0	0	0	0	0	0	0	0
012	Holiday Pay	0	0	0	0	0	0	0	0	0	0
013	Mandatory Fringe	1,192,416	529,126	1,721,542	61,905	1,254,321	1,783,447	1,316,225	529,126	1,845,351	61,904
	Total Labor	6,633,327	2,527,906	9,161,233	300,000	6,933,327	9,461,233	7,233,327	2,527,906	9,761,233	300,000
021	Travel	0	0	0	0	0	0	0	0	0	0
022	Training	0	0	0	0	0	0	0	0	0	0
023	Employee Field Expense	0	0	0	0	0	0	0	0	0	0
024	Membership Dues	0	0	0	0	0	0	0	0	0	0
025	Entertainment and Promotions	25,000	0	25,000	0	25,000	25,000	0	0	0	-25,000
027	Professional Services	3,000	0	3,000	0	3,000	3,000	4,200	0	4,200	1,200
028	Maintenance Services - Bdgs/Struc	0	0	0	0	0	0	0	0	0	0
029	Equipment Maintenance	13,000	0	13,000	9,004	22,004	22,004	22,004	0	22,004	0
030	Rents and Leases	0	0	0	0	0	0	0	0	0	0
031	Rents & Leases - Equipment	0	0	0	0	0	0	0	0	0	0
032	Utilities	0	0	0	0	0	0	0	0	0	0
035	Other Current Expenses	250,000	0	250,000	0	250,000	250,000	44,000	0	44,000	-206,000
040	Materials and Supplies	54,000	0	54,000	10,450	64,450	64,450	48,691	0	48,691	-15,759
060	Equipment Purchase	0	0	0	114,367	114,367	114,367	23,662	0	23,662	-90,705
081	Services of Other Departments	0	0	0	0	0	0	0	0	0	0
	Total Non-Labor	345,000	0	345,000	133,821	478,821	478,821	142,557	0	142,557	-336,264
	Grand Total	6,978,327	2,527,906	9,506,233	433,821	7,412,148	9,940,054	7,375,884	2,527,906	9,903,790	-36,264

PUBLIC LIBRARY
PROPOSED BUDGET
FY 1998-99
BRANCH LIBRARIES

Obj	Object Title	Original General Fund Budget FY 1997-98	Original Library Pres. Fund Budget FY 97-98	Total Original Budget FY 97-98	FY 97-98 General Fund Supplemental	Revised General Fund Budget FY 97-98	Total Revised FY 97-98 Budget	Proposed General Fund Budget FY 98-99	Proposed Library Pres. Fund Budget FY 98-99	Total Proposed Budget FY 98-99	Increase (Decrease) Proposed vs. Revised
001	Permanent Salaries	4,631,972	2,885,371	7,517,343	238,095	4,870,067	7,755,438	5,108,163	2,885,371	7,993,534	238,096
005	Temporary Salaries	0	0	0	0	0	0	0	0	0	0
009	Premium Pay	79,873	0	79,873	0	79,873	79,873	79,873	0	79,873	0
011	Overtime Pay	0	0	0	0	0	0	3,373	1,627	5,000	5,000
012	Holiday Pay	0	0	0	0	0	0	0	0	0	0
013	Mandatory Fringe	1,013,021	732,705	1,745,726	61,905	1,074,926	1,807,631	1,136,830	732,705	1,869,535	61,904
	Total Labor	5,724,866	3,618,076	9,342,942	300,000	6,024,866	9,642,942	6,328,239	3,619,703	9,947,942	305,000
021	Travel	0	0	0	0	0	0	0	0	0	0
022	Training	0	0	0	0	0	0	0	0	0	0
023	Employee Field Expense	0	0	0	0	0	0	0	0	0	0
024	Membership Dues	0	0	0	0	0	0	0	0	0	0
025	Entertainment and Promotions	0	0	0	0	0	0	25,000	0	25,000	25,000
027	Professional Services	0	8,000	8,000	0	0	8,000	0	8,000	8,000	0
028	Maintenance Services - Bdgs/Struc	0	0	0	0	0	0	0	0	0	0
029	Equipment Maintenance	279	6,071	6,350	0	279	6,350	6,779	24,071	30,850	24,500
030	Rents and Leases	129,032	0	129,032	0	129,032	129,032	129,032	0	129,032	0
031	Rents & Leases - Equipment	0	18,000	18,000	0	0	18,000	0	0	0	-18,000
032	Utilities	0	0	0	0	0	0	0	0	0	0
035	Other Current Expenses	50	4,000	4,050	0	50	4,050	50	4,000	4,050	0
040	Materials and Supplies	6,000	35,000	41,000	0	6,000	41,000	38,096	35,000	73,096	32,096
060	Equipment Purchase	0	0	0	0	0	0	81,322	0	81,322	81,322
081	Services of Other Departments	10,000	130,000	140,000	0	10,000	140,000	898,500	20,000	918,500	778,500
	Total Non-Labor	145,361	201,071	346,432	0	145,361	346,432	1,178,779	91,071	1,269,850	923,418
	Grand Total	5,870,227	3,819,147	9,689,374	300,000	6,170,227	9,989,374	7,507,018	3,710,774	11,217,792	1,228,418

PUBLIC LIBRARY
PROPOSED BUDGET
FY1998-99
CHILDREN'S BASELINE

Obj	Object Title	Original General Fund Budget FY 97-98	Original Library Pres. Fund Budget FY 97-98	Total Original Budget FY 97-98	FY 97-98 General Fund Supplemental	Revised General Fund Budget FY 97-98	Total Revised FY 97-98 Budget	Proposed General Fund Budget FY 98-99	Proposed Library Pres. Fund Budget FY 98-99	Total Proposed Budget FY 98-99	Increase (Decrease) Proposed vs. Revised
001	Permanent Salaries	2,588,923	0	2,588,923	0	2,588,923	2,588,923	2,588,923	0	2,588,923	0
005	Temporary Salaries	43,104	0	43,104	0	43,104	43,104	43,104	0	43,104	0
009	Premium Pay	0	0	0	0	0	0	0	0	0	0
011	Overtime Pay	0	0	0	0	0	0	0	0	0	0
012	Holiday Pay	0	0	0	0	0	0	0	0	0	0
013	Mandatory Fringe	663,455	0	663,455	0	663,455	663,455	663,455	0	663,455	0
	Total Labor	3,295,482	0	3,295,482	0	3,295,482	3,295,482	3,295,482	0	3,295,482	0
021	Travel	0	0	0	0	0	0	0	0	0	0
022	Training	0	0	0	0	0	0	0	0	0	0
023	Employee Field Expense	0	0	0	0	0	0	0	0	0	0
024	Membership Dues	0	0	0	0	0	0	0	0	0	0
025	Entertainment and Promotions	0	0	0	0	0	0	0	0	0	0
027	Professional Services	0	0	0	0	0	0	0	0	0	0
028	Maintenance Services - Bdgs/Struc	0	0	0	0	0	0	0	0	0	0
029	Equipment Maintenance	42,154	0	42,154	0	42,154	42,154	42,154	0	42,154	0
030	Rents and Leases	0	0	0	0	0	0	0	0	0	0
031	Rents & Leases - Equipment	0	0	0	0	0	0	0	0	0	0
032	Utilities	0	0	0	0	0	0	0	0	0	0
035	Other Current Expenses	30,823	0	30,823	0	30,823	30,823	30,823	0	30,823	0
040	Materials and Supplies	208,174	0	208,174	0	208,174	208,174	208,174	0	208,174	0
060	Equipment Purchase	0	0	0	0	0	0	0	0	0	0
081	Services of Other Departments	2,400	0	2,400	0	2,400	2,400	2,400	0	2,400	0
	Total Non-Labor	283,551	0	283,551	0	283,551	283,551	283,551	0	283,551	0
	Grand Total	3,579,033	0	3,579,033	0	3,579,033	3,579,033	3,579,033	0	3,579,033	0

PUBLIC LIBRARY
PROPOSED BUDGET
FY 1998-99
TECHNICAL SERVICES

Obj	Object Title	Original General Fund Budget FY 97-98	Original Library Pres. Fund Budget FY 97-98	Total Original Budget FY 97-98	FY 97-98 General Fund Supplemental	Revised General Fund Budget FY 97-98	Total Revised FY 97-98	Proposed General Fund Budget FY 98-99	Proposed Library Pres. Fund Budget FY 98-99	Total Proposed Budget FY 98-99	Increase (Decrease) Proposed vs. Revised
001	Permanent Salaries	1,311,276	851,216	2,162,492		1,311,276	2,162,492	1,311,276	851,216	2,162,492	0
005	Temporary Salaries			0		0	0			0	0
009	Premium Pay	25,106		25,106		25,106	25,106	25,106		25,106	0
011	Overtime Pay			0		0	0			0	0
012	Holiday Pay			0		0	0			0	0
013	Mandatory Fringe	322,076	236,742	558,818		322,076	558,818	322,076	236,742	558,818	0
	Total Labor	1,658,458	1,087,958	2,746,416	0	1,658,458	2,746,416	1,658,458	1,087,958	2,746,416	0
021	Travel			0		0	0			0	0
022	Training			0		0	0			0	0
023	Employee Field Expense			0		0	0	140		140	140
024	Membership Dues	2,600		2,600		2,600	2,600			0	(2,600)
025	Entertainment and Promotions	0	0	0		0	0	0	0	0	0
027	Professional Services		127,000	127,000		0	127,000		127,000	127,000	0
028	Maintenance Services - Bdgs/Struc			0		0	0			0	0
029	Equipment Maintenance		23,000	23,000		0	23,000		23,000	23,000	0
030	Rents and Leases			0		0	0			0	0
031	Rents & Leases - Equipment			0		0	0			0	0
032	Utilities			0		0	0			0	0
035	Other Current Expenses	350,000	169,500	519,500		350,000	519,500	100,000	144,500	244,500	(275,000)
040	Materials and Supplies*	482,400	3,021,500	3,503,900		482,400	3,503,900	657,400	3,027,235	3,684,635	180,735
060	Equipment Purchase			0		0	0	13,820		13,820	13,820
081	Services of Other Departments			0		0	0			0	0
	Total Non-Labor	835,000	3,341,000	4,176,000	0	835,000	4,176,000	771,360	3,321,735	4,093,095	(82,905)
	Grand Total	2,493,458	4,428,958	6,922,416	0	2,493,458	6,922,416	2,429,818	4,409,693	6,839,511	(82,905)

*Materials and Supplies also includes the $325,000 Fuhrman Bequest, not shown above.

PUBLIC LIBRARY
PROPOSED BUDGET
FY 1998-99
LIBRARY MANAGEMENT

Obj	Object Title	Original GF Budget FY 97-98	Original Pres. Fund Budget FY 97-98	Total Original Budget FY 97-98	FY 97-98 GF Supp. Approp.	Revised GF Budget FY 97-98	Total Revised FY 97-98	Proposed GF Budget FY 98-99	Proposed Pres. Fund Budget FY 98-99	Total Proposed Budget FY 98-99	Increase (Decrease) Proposed vs. Revised
001	Permanent Salaries	2,291,826	1,525,655	3,817,481		2,291,826	3,817,481	2,395,339	1,609,619	4,004,958	187,477
005	Temporary Salaries	70,000	0	70,000		70,000	70,000	70,000		70,000	0
009	Premium Pay	10,059	0	10,059		10,059	10,059	10,059		10,059	0
011	Overtime Pay	14,000	15,769	29,769		14,000	29,769	14,000	15,769	29,769	0
012	Holiday Pay	2,097	0	2,097		2,097	2,097	2,097		2,097	0
013	Mandatory Fringe	600,565	418,186	1,018,751		600,565	1,018,751	649,309	418,186	1,067,495	48,744
	Total Labor	2,988,547	1,959,610	4,948,157	0	2,988,547	4,948,157	3,140,804	2,043,574	5,184,378	236,221
021	Travel	0	8,000	8,000		0	8,000		13,410	13,410	5,410
022	Training	64,000	36,412	100,412		64,000	100,412	64,000	42,880	106,880	6,468
023	Employee Field Expense	6,500	0	6,500		6,500	6,500	6,500	2,950	9,450	2,950
024	Membership Dues	0	75,000	75,000		0	75,000		77,600	77,600	2,600
025	Entertainment and Promotions	0	0	0		0	0	0	0	0	0
027	Professional Services	104,000	0	104,000		104,000	104,000	104,000		104,000	0
028	Maintenance Services - Bdgs/Struc	5,000	103,000	108,000	8,756	13,756	116,756	14,000	103,000	117,000	244
029	Equipment Maintenance	162,750	35,750	198,500	282,601	445,351	481,101	428,775	35,750	464,525	-16,576
030	Rents and Leases	0	0	0	0	0	0	0	0	0	0
031	Rents & Leases - Equipment	30,600	3,600	34,200		30,600	34,200	30,000		30,000	-4,200
032	Utilities	0	0	0		0	0			0	0
035	Other Current Expenses	123,000	48,800	171,800		123,000	171,800	94,872	48,800	143,672	-28,128
040	Materials and Supplies	151,150	129,000	280,150	200,189	351,339	480,339	426,239	164,733	590,972	110,633
060	Equipment Purchase	120,300	0	120,300		120,300	120,300	274,771		274,771	154,471
081	Services of Other Departments	622,857	967,203	1,590,060		622,857	1,590,060	411,725	906,701	1,318,426	-271,634
	Total Non-Labor*	1,390,157	1,406,765	2,796,922	491,546	1,881,703	3,288,468	1,854,882	1,395,824	3,250,706	-37,762
	Grand Total	4,378,704	3,366,375	7,745,079	491,546	4,870,250	8,236,625	4,995,686	3,439,398	8,435,084	198,459

*Totals do not include on-going Finance Agency costs for equipment purchased in past years.

REVENUE SUMMARY

San Francisco Public Library

FY 1997-98 and Proposed FY 1998-99

Source	Actual FY 1996/97	Baseline FY 1997/98	Proposed FY 1998/99	Change
Other City Property Rentals	$27,954	$27,964	$27,964	$0
California State Library	$441,651	$442,428	$452,295	$9,867
Books Paid	$36,768	$31,316	$31,316	$0
Fines	$390,593	$390,764	$390,764	$0
Reserve Postal Cards Sold	$13,377	$13,728	$13,728	$0
Library Events/Mtg. Rm. Fees	$93,618	$128,228	$128,228	$0
Misc. and Other Income	$27,870	$32,586	$32,586	$0
Fuhrman Fund	$232,000	$325,000	$325,000	$0
Library Preservation Fund	$13,147,433	$13,781,021	$13,781,021	$0
Preservation Fund Balance	$0	$520,017	$0	($520,017)
Library Revenue (excluding General Fund)	**$14,411,264**	**$15,173,035**	**$15,182,902**	**($510,150)**

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director and City Architect

(415) 557-4664
FAX (415) 557-4701
http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Tara D. Lamont, Bureau Manager

MISSION BRANCH LIBRARY RENOVATION
MONTHLY REPORT
February 1998

General

Contractor	Trico Construction
Start date:	11/24/97
Original contract time	365 days
Extension granted	3 days
Original completion date	11/23/98
Revised completion date	11/26/98
Contract amount	$1,944,000
Approved Change Order	$18,360
Percentage of completion	15%

Construction progress/issues

Caisson work is complete. Construction of grade beams on caissons is in progress. Inside the building, all foundations for the new shot-crete walls are finished. Contractor has started the installation of dowels and re-bars for these walls.

Excavation near the elevator pit encountered contaminated soil. It was tested and verified to be Class 2 hazardous material. DPW as-needed contractor was called on 2/10/98 to handle and dispose the soil.

Construction schedule

A 3-day extension was approved for the contract due to rain delay.

Construction budget

Change order: Forecast of change order cost is $25,263. This includes $18,360 for Change Order No.1, which is mainly due to additional costs for the construction of the 10 caissons. The unusually high water table increased difficulty and required modification of construction method and design of the caissons.

SAN FRANCISCO PUBLIC LIBRARY

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ARLES A. HIGUERAS, A.I.A.
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AN A. STREETS
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ERRY AGNOS
NNIE K. CHIN
EVEN A. COULTER
NEST H. LLORENTE
ROL STEIMAN
mmissioners

GINA MINUDRI
ing City Librarian

CHAEL HOUSH
mmission Secretary

NOTICE OF MEETING

ATTENTION:

A special meeting called by the Commission President will be held at 5:00 p.m. before the regular meeting. That special meeting will be for the purpose of an employee evaluation closed session. The start of the regular meeting may be delayed. It is possible that the regular session will start later because of the special meeting. The regular session will not start before 5:30 p.m.

The San Francisco Public Library Commission will hold special and regular meetings as follows:

DATE: **Tuesday, March 3, 1998**

TIME: **5:00 PM** **NOTE TIME CHANGE**

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order

AGENDA OF SPECIAL MEETING - PUBLIC EMPLOYEE EVALUATION

1. PUBLIC COMMENT

2. CLOSED SESSION **ACTION**

Pursuant to Government Code Section 54957,
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
[City Librarian Regina Minudri]

3. OPEN SESSION

Report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session. **ACTION**

3. ADJOURNMENT (requires motion and public comment) **ACTION**

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Steven A. Coulter
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
Acting City Librarian

Michael Housh
Commission Secretary

DATE: **Tuesday, March 3, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order
AGENDA:

1. APPROVAL OF THE MINUTES

Presentation of, discussion of, and possible action to approve the minutes of regular Commission meeting of February 3, 1998. **ACTION**

Presentation of, discussion of, and possible action to approve the minutes of the special Commission meeting of February 10, 1998. **ACTION**

Presentation of, discussion of, and possible action to approve the minutes of the Special Commission meeting of February 19, 1998. **ACTION**

2. CITY LIBRARIAN'S REPORT

a). Report by Marcia Schneider, Chief of Branches/Community Relations

b). Report by Roberto Esteves, Acting Chief of the Main

3. REQUEST FOR PROPOSALS-POST OCCUPANCY EVALUATION

Presentation and discussion of a suggested draft Request for Proposals (RFP) to conduct the Post Occupancy Evaluation (POE).

4. MISSION BRANCH RENOVATION

Report by the Department of Public Works

5. **BYLAW AMENDMENT** **ACTION**
Presentation of, discussion of, and possible action to delete Article VI, Section 1 of its Bylaws and all related references to a Nominating Committee in other Bylaw sections.

6. **PUBLIC FACILITIES SEISMIC UPGRADE INITATIVE**
Presentation by George White

7. **REVISED COMMISSION MEETING SCHEDULE** **ACTION**
(Copies attached)

8. **Resolution #2072** **ACTION**
Presentation of, discussion of, and possible action authorizing retention of E-Rate Telecommunications Savings.

9. **LIBRARIANS' GUILD REPORT**

10. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. **ADJOURNMENT** (requires motion and public comment) **ACTION**

2/23/98 - M.Housh,
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 2/18/98

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

NOTICE

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At its Regular Meeting on March 3, 1998 it is the intention of the Library Commission to present, discuss and possibly act to delete Article VI, Section 1 of its Bylaws and all related references to a Nominating Committee in other Bylaw sections.

Article VI, Section 1 of the library commission's current Bylaws mandates creation of a Nominating Committee to facilitate the selection of Commission Officers.

It has been proposed as a substitute for the existing process that as needed an Ad Hoc Committee as authorized by Article VI, Section 2 can be created to assume these duties.

Michael Housh
Commission Secretary
Posted 2/20/98

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
REVISED MEETING SCHEDULE - 1998

Willie L. Brown, Jr.
Mayor

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President

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Vice President

Sherry Agnos
Lonnie K. Chin
Steven A. Coulter
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
Acting City Librarian

Michael Housh
Commission Secretary

Commission Meeting
First Tuesday of the Month, 5:30 PM

March 3; April 7; May 5; June 2; July 7; August 4; September 1; October 6; November 4*; December 1

Commission Meeting
Third Thursday of the Month, 5:00 PM

March 19; April 16; May 21; June 18; July 16; August 20; September 17; October 15; November 19; December 17

- Due to Election Day falling on the 1st Tuesday in November the Commission meeting will be held on the 1st Wednesday

M.Housh, Commission Secretary
02/23/98

Civic Center
San Francisco, California 94102
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San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION MEETING SCHEDULE - 1998

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Commission Meeting

First Tuesday of the Month, 5:30 PM

March 3; April 7; May 5; June 2; July 7;
August 4; September 1; October 6;
November 4*; December 1

Commission Meeting

Third Tuesday of the Month, 5:00 p.m.

March 17; April 21; May 19; June 16; July 21;
August 18; September 15; October 20;
November 17; December 15

- Due to Election Day falling on the 1st Tuesday in November the Commission meeting will be held on the 1st Wednesday

M.Housh, Commission Secretary
2/23/98

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

FILE NO.________________ **RESOLUTION NO.________________**

TO PRESERVE PUBLIC LIBRARY FUNDS RESULTING FROM DISCOUNTS OR SAVINGS ON TELECOMMUNICATIONS INFRASTRUCTURE AND RELATED COSTS REALIZED BY PARTICIPATING IN FEDERAL AND STATE UNIVERSAL SERVICE, TELECONNECT FUND AND OTHER DISCOUNT PROGRAMS TO ACCELERATE DEPLOYMENT OF ADVANCED SYSTEMS AND SERVICES IN THE PUBLIC LIBRARY

WHEREAS, It is a policy of the City and County of San Francisco to provide free and equal access to knowledge and information tools through schools, libraries and other public service agencies to equalize service to all sectors of the community, and

WHEREAS, community connectivity is the key to access to community information and delivery of government services in the coming decades , and

WHEREAS, the San Francisco Main Library and 26 Neighborhood Libraries are the primary public sites for free and equal access to telecommunications tools and services for much of the community including multicultural indigent and underserved populations, and

WHEREAS, the City and County seeks to encourage the community, policy makers and leaders to create useful applications and replicable models of the emerging technologies to enhance and improve the economic vitality, employment opportunities and well being of the community and its citizens, and

WHEREAS, Federal and State government have initiated programs to help schools, libraries and public health facilities install and operate advanced information infrastructure through discount programs including the Universal Service "E-Rate" program mandated by the Telecommunications Act of 1996 and implemented by the Federal Communications Commission and School Library Corporation, and the California Teleconnect Fund implemented by the California Public Utilities Commission, and

WHEREAS, San Francisco Public Library will be eligible for discounts of approximately 80% and 50% respectively on some telecommunications costs and fees , and

WHEREAS, the purpose of these discounts is to accelerate the installation of telecommunications infrastructure in libraries and the concommitant development of training, services and programs, and

WHEREAS, any discounts or savings from these programs are to be used for the purpose of accelerating, expanding and enhancing the technology programs in the Public Library, now therefore be it

RESOLVED, That it will be the policy of the City and County of San Francisco that any funds resulting from discounts or savings on telecommunications infrastructure and related costs realized by the Public Library as a result of participating in Federal and State Universal Service, Teleconnect Fund or other discount programs will continue to be budgeted and allocated to the San Francisco Public Library for the development of advanced telecommunications infrastructure and creation of applications and technology based services to benefit the community as a whole.

San Francisco Public Library
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special and regular meetings of Tuesday, March 3, 1998

The San Francisco Public Library Commission held a special meeting for the purpose of Employee Evaluation and a regular meeting on Tuesday, March 3, 1998 in the Koret Auditorium, Main Library.

The Special meeting was called to order at 5:15 PM by President Charles A. Higueras.

The following members were noted present: President Higueras, Vice President Streets, and Commissioners Agnos, Chin, Coulter, Llorente, and Steiman.

The Commission President called for public comment, (no member of the public rose to speak), and then announced that the Commission would meet in closed session as provided by Government Code Section 54957 for the purpose of employee evaluation of the job performance of the City Librarian.

The Commission went into closed session at 5:20 PM

The Commission reconvened in open session at 6:59 PM

The Commissioner Coulter reported that an employee evaluation of the job performance of the City Librarian was the only action taken during the closed session.

MOTION: Commissioner Coulter, seconded by Commissioner Agnos moved to report no information concerning any matters discussed during the closed session.

ACTION: APPROVED Aye 7-0 (Agnos, Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

ADJORNMENT: Commissioner Llorente, Seconded by Commissioner Chin moved Adjournment of the special meeting of the Library Commission

ACTION: APPROVED Aye 7-0 (Agnos, Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

The meeting was adjourned at 7PM

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San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

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Commissioners

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Commission Secretary

The Regular Meeting of the Library Commission was called to order at 7:01PM

The following members were noted present: President Higueras, Vice President Streets, and Commissioners Agnos, Chin, Coulter, Llorente, and Steiman.

APPROVAL OF MINUTES of the regular meeting of February 3, 1998

MOTION: approval moved by Commissioner Chin, seconded by Commissioner Llorente.

There was discussion among the Commissioners regarding including certain dates in the minutes to clarify the timing of the Commission's actions recommending approval of a supplemental appropriation. The Commission Secretary was directed to amend the Minutes to include the dates of the Board of Supervisor's Finance Committee and full Board of Supervisors action on the Library's supplemental appropriation request. It was the consensus of the Commission that its current policy regarding the manner used in reporting public comment in the minutes appropriately addressed this issue.

Public Comment: An anonymous member of the public opposed adoption of the minutes. Mr. Peter Warfield spoke in favor of inclusion of the dates of the Board of Supervisor's action on the Library's supplemental appropriation request. Ms. Andrea Grimes clarified details of her public comment described in the minutes. Melissa Riley mentioned specific concerns with humidity problems in Brooks Hall.

ACTION: APPROVED Aye 7-0 (Agnos, Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

APPROVAL OF MINUTES of the special meeting of February 10, 1998

MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Chin.

Commissioner Streets requested that a means of keeping track of commissioner's requests for reports or information be provided in the minutes.

Public Comment: Mr. Peter Warfield disagree with the description of his March 10th public comment as criticizing the Commissioners. An anonymous member of the public complemented the Commission's willingness to make corrections in the minutes and spoke concerning the Fuhrman Fund. Ms. Deetje Boler suggested that as additional information had been included in recent meeting minutes, more extensive quotes from public comment be included in the minutes.

ACTION: APPROVED Aye 7-0 (Agnos, Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

APPROVAL OF MINUTES of the special meeting of February 19, 1998

MOTION: Approval moved by Commissioner Chin, seconded by Commissioner Agnos.

Public Comment: Ms. Deetje Boler questioned amending meeting minutes when they are presented and inquired where amended minutes could be viewed. Mr. Peter Warfield commented on a description in the minutes of "materials" rather than "books", the lack of mention of 1.5 Full Time Equivalency (FTE) staffing for catalog improvements, and opposed adoption of the minutes.

ACTION: APPROVED Aye 7-0 (Agnos, Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

Commission President Charles Higueras commented on the Commission's efforts to have a reasonable policy concerning the level of specificity used in recording public comment in the minutes. He suggested that members of the public submit questions raised in public comment to the Commission or Library administration for more detailed and informed responses and committed to put matters of public concern on future Commission agendas.

At the request of representatives of the Department of Public Works items 4. Report on Mission Branch renovations and 6. Seismic Safety and Building Improvement Bond proposals on the agenda were heard out of order.

MISSION BRANCH RENOVATION REPORT

Mr. Roger Wong, Department of Public Works reported that during the past two weeks since his last report the substructure work was completed at the Mission Branch Library. He reported a four (4) rain delay extension was investigated and allowed. Mr. Wong reported that the soil contamination previously noted was found to be motor oil. He described a $6,500.00 change order to replace a deteriorated concrete slab as well as proposed replacement of a bookshelf base found to be damaged. He committed to continue to involve and consult with the Library's project representative on any decisions proposed and to report the source of all requested change orders in his future reports.

Public comment: Mr. Ed Regan spoke in favor of including a pamphlet room in the renovated Mission Branch.

PUBLIC FACILITIES SEISMIC UPGRADE INITATIVE

Mr. Jorge Alfaro, substituting for Mr. George White, gave a report to the Commission on the status of a proposed Seismic Safety-Building Improvements Bond that would include four branch libraries. Mr. Alfaro notified the Commissioners that a staff report recommending such a bond be placed before the voters has been delivered to Mr. Mark Primeau, the Director of the department of Public Works. Mr. Alfaro explained that should Mr. Primeau approve the staff's recommendation that this report would then be brought to the Mayor and the city's Bond Counsel for consideration. Commission President Higueras pressed Mr. Alfaro to provide clarification of Public Works position on the recommendations for building improvements as a significant element in any bond funded renovation project. Mr. Alfaro responded that individual plans to include program improvements in addition to seismic safety work were being developed. The City Librarian noted that the Library had no available funds to pay the estimated $20,000 needed to conduct proper evaluation surveys to determine which improvements and modernization work should be included in the bond funded renovations of the Golden Gate Valley, Marina, and Noe Valley Branches. Only the Richmond Branch has existing funding to pay for a study to identify needed improvements. Mr. Alfaro indicated that there was no existing deadline for reworking the proposal and that there could be an up to eight month window of opportunity to consider changes.

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri noted that she had learned that library patrons and community leaders in the Oceanview neighborhood have indicated that if there was a serious likelihood that the Mayor would propose construction of an entirely new branch library for their neighborhood, they would prefer not to relocate the current branch. Ms. Minudri identified 345 Randall Avenue as a possible site for a new branch library. She strongly emphasized that the Library has no funding or state library bond funds available to pay for a new branch. The City Librarian pointed out that there was a proposed $500 million California Library Construction Bond under consideration in the legislature for the November Gubernatorial Election, but all current funds were fully committed. The City Librarian suggested that a constructing a new branch could only be funded after a policy decision by the Mayor. Ms. Minudri estimated the potential costs at between $750,000 to $2 million.

Ms. Minudri described the budget process as proceeding smoothly. The City Librarian noted that hiring was underway for the positions funded by the supplemental appropriation and related that these costs were to be annualized in the 1998-99 Budget. She informed the Commissioners that the proposed library fine amnesty would be consider by the Board of Supervisors Finance Committee on March 11. She also called attention to the festivities saluting the millionth visitor to the Chinatown Branch since its renovation and the Unsung Heroes program.

Marcia Schneider, Chief of Branches/Community Relations reported more details of the millionth visitor to the Chinatown branch since its reopening and described a poem the visitor, Mr. Wan composed on the spot in recognition of his good fortune to be the millionth patron at the renovated Chinatown Branch. Ms. Schneider also discussed the opening of an exhibition on Sunday March 8th honoring Holocaust Hero Varian Fry. Her report also included information on the Shades of San Francisco photographic history project as well as Green/Black history program bringing together Irish and Afro Americans to examine their shared histories.

Acting Chief of the Main, Roberto Esteves highlighted the high patron volume experienced at the Main Library during February. He reported an average daily attendance of 5,900 patrons with over 8,000 on some Sundays. Mr. Esteves announced completion of 210' of new shelving for the Library for the Blind allowing circulation of its largest ever collection. The Acting chief of the Main described the Library's participation in the Bay Area Preservation Network to facilitate better response to emergency damage to library collections throughout the Bay Area. The introduction of improved locator codes on the online catalog and lighting of an historic stained glass view of San Francisco's skyline in the History Center were acknowledged. It was related that 40 docents have been trained for the Art Rage project and volunteers recruited to assist patrons sign up to use the Internet. Staffer Marti Goddard and the Audio-Visual staff were recognized by the San Francisco Police Department for outstanding assistance in facilitating their 911/TBB system information program for disabled persons. Mr. Esteves also mentioned a letter of appreciation received from class of Room 3 at Sunset Elementary School following its visit to the Main.

Public Comment: An anonymous member of the public agreed that there was a need for availability of information prior to Commission meetings citing the unavailability of the draft Request for Proposals for the Post Occupancy Evaluation, and expressed concern at the lack of mention of Fuhrman Fund issues in the City Librarian's Report. Ms. Deetje Boler inquired about a book selection process for the Bay Area Preservation Network. Mr. Peter Warfield spoke about book preservation issues involving Brooks Hall, the book conveyor system, catalog improvement information provided to staff, public information about catalog changes, and details of the budget involving $40,000 requested for public address systems and $175,000 for emergency communications. Ms. Melissa Riley, a branch librarian, said she had been informed that thousands of books were being damaged by the book conveyor system. Ms. Deetje Boler spoke about details of the proposed 1998-99 budget regarding utility costs, the book and materials budgets, and objected to replacing staff with self-check out machines, inquiring as to costs involved.

2nd DRAFT REQUEST FOR PROPOSALS for the POST OCCUPANCY EVALUATION

Commission President Charles Higueras introduced Dr. Galen Cranz for a presentation of her 2nd draft Request for proposals to conduct the Post Occupancy Evaluation of the Main Library. Dr. Cranz presented her revised text emphasizing several new points included as well as a rearrangement of the text to clarify the issues raised, methodologies mandated, and areas the consultant must address. She pointed out that this draft reflected a amplification of the basic issues covered in the first draft without major changes. There was a general discussion among Commissioners regarding details this draft. Commissioner Steiman requested that future drafts be made available earlier so that their details could be carefully reviewed. She also proposed the future drafts address the issue of anticipated growth in the library's collections. The discussion of that point suggested a look forward for a period of 50 years. Issues of the Library's acquisition and use of

Brooks Hall to address various library needs were raised by Commissioner Agnos. Commissioner Chin observed that likely future increased patron use and the rate of increase in book publishing should also be included in this discussion. Deputy City Attorney Sandy Schaefer raised the matter of the city's requirements for RFP format and provided Dr. Cranz with information to facilitate putting the document into the proper format. Commission President Higueras responded to the various issues raised and proposed a revised third draft including these points be developed and brought back to the commission with ample notice.

Public Comment; Mr. Ed Regan favored inclusion of only library users in POE surveys, requested that the writers honored on the exterior of the Old Main be placed on the exterior of the New Main, and that the Library consider creation of an all fiction branch to make more space in the Main Library. Ms. Melissa Riley, a branch librarian, spoke in favor of discussion of future library expansion needs, involvement of branch staff in discussions about the Main's function as part of a library system, addressing a range of privacy issues in the POE, and critiqued use of focus groups as an information source. An anonymous member of the public observed that the Old Main had served as a library for 80 years, expressed approval of improvement in the inclusiveness of the 2nd draft RFP, and referred to T.J. Lang's analysis of decision making. Mr. Tom Carey suggested that the café be included in the staff sections of the RFP and that affinity groups be only identified as part of the public. Mr. Joe Rosenthal expressed concern that the draft RFP over emphasized lesser priority matters at the expense of important issues. Mr. Peter Warfield spoke about obtaining copies of draft material earlier, suggested that a 6 week period may be too short to get response from applicants to conduct the Post Occupancy Evaluation, raised issues related to increased browsing space, privacy issues, and more patron friendly facility. Ms. Deetje Boler suggested removal of affinity groups from the POE process. Ms. Kathy Bremer spoke about Brooks Hall as a public space or space appropriate for Library use.

BYLAW AMENDMENT TO ABOLISH THE NOMINATING COMMITTEE

Commission President Higueras introduced a discussion of a proposed Bylaw amendment to replace the formal Nominating Committee process with an Ad Hoc committee as a means of simplifying a process Commissioners had found cumbersome. The Commissioners discussed the need for this change and the reasons the Nominating Committee had been created in the past.

MOTION: Commissioner Llorente, Seconded by Commissioner Steiman moved adoption of the revised Bylaws.

Public Comment: An anonymous member of the public related his view that the process was created to promote fairness in the selection of Commissioners.

After further discussion, it was the consensus of the Commissioners that this item be tabled for further consideration ways to improve its process.

ACTION: Commissioner Llorente withdrew his motion

REVISED COMMISSION MEETING SCHEDULE

Commission President Higueras introduced a proposed revised schedule of Commission meeting for the remainder of 1998. The consensus of the Commission was that a regular schedule of meetings to be held at 5:30PM in the Koret Auditorium on the 1st Tuesday and the 3rd Thursday of each month best met the needs of the Commissioners.

Public Comment: An anonymous member of the public called the Commissioner's attention to the fact that the Bylaw changes adopted in February included description of regular meetings to be held on the 3rd Tuesday of the month and as such required different notice.

The City Attorney reported that in the draft bylaw change adopted by the Commission in February she had included a change in meeting date. As this had escaped notice when the changes were adopted by the Commissioners, it was decided to continue this item in order to properly begin the process needed to adopt a revised meeting schedule.

RESO # 2072 RETAINING E-RATE SAVING BY THE LIBRARY

Ms. Minudri, the city Librarian requested that the Commission adopt this resolution in principle in order to strongly express its view that any savings accruing the Library from participation in a federally sponsored telecommunications rate discount program should remain as the law intended with the Library.

MOTION: Commissioner Llorente, Second Commissioner Steiman moved approval of the Resolution in principle pending City Attorney approval of appropriate language for submission to the Board of Supervisors for their approval.

Public Comment: An anonymous member of the public opposed adoption of the Resolution because of its implicit commitment of Prop E Library funds to certain levels of spending on telecommunications. Mr. Peter Warfield opposed adoption of the Resolution as in his view not properly noticed and his belief that it mandated certain levels of expenditure on telecommunications.

ACTION: Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Agnos requested that a system to track and report the status Commissioner's requests made during meetings for reports or information from Library staff be set up.

Public Comment: Mr. Peter Warfield expressed approval of efforts to have regular reports on the status of Commissioner's requests.

PUBLIC COMMENT
Mr. Ed Regan spoke on increased hours of service. Mr. Peter Warfield also favored increased or variable hours of extended service. An anonymous member of the public inquired about the status of a committee of "14 thoughtful people" which was to be created last year, discussed the importance of listening to a diversity of views, discussed libraries as a "peoples university", and questioned the Library's process ending its Library Express program.

ADJOURNMENT: Upon a motion by Commissioner Llorente, seconded by Commissioner Chin the meeting was adjourned.

ACTION: Approved 5-0 (Aye -Agnos, Chin, Higueras, Steiman, and Llorente).

The meeting was adjourned at 9:59PM

Michael Housh, Library Commission Secretary 3/6/98

Please note: These are draft minutes subject to Commission approval. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Second draft: REQUEST FOR PROPOSALS FOR
POST-OCCUPANCY EVALUATION OF THE NEW MAIN
SAN FRANCISCO PUBLIC LIBRARY

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Announcement

The City and County of San Francisco, through the Public Library Commission, a Request for Proposals for a post-occupancy evaluation of the New Main San Francisco Public library. The purpose of this evaluation is to assess the functioning of the library along multiple dimensions, including its social and physical performance as a workplace, after its first two years of operation, so that the commissioners have information on which to base their planning and budgeting for fine-tuning the building in the short term and managing its operations in the long term.

The services to be provided by the selected consultant and its sub-consultants may include, but are not limited to, description and evaluation of public use and reaction to the building; specialized user groups satisfaction with facilities for affinity groups, sight and hearing impaired, wheelchair bound; staff satisfaction with all aspects of the work environments; administrative satisfaction with all departments; building performance in regard to HVAC, conveyance systems, maintenance, storage, and operable and fixed equipment, including, automatic shading.

Purpose and Summary of Request for Proposals

The San Francisco Public Library Commission with the Mayor's Office have initiated a request for a post-occupancy evaluation of the New Main San Francisco Public Library in response to a city audit recommending such an evaluation. This evaluation is multifaceted, requiring assessment of the building's performance along several social and physical dimensions, and requiring recommendations for managing and prioritizing proposed changes. The Commission will be engaging professional consultants to conduct this study. This RFP is an invitation to consultants to submit their qualifications and explain their research approach, proposed schedules, and proposed personnel and work hours.

This project scope will require a single proposal to contain distinct qualification statements for the following areas of expertise:

Public opinion surveys
Focus group interviews with staff
Observation and archival analysis
Building energy assessment
Order of magnitude cost estimating of hard and soft costs

The team will consist of one prime consultant with associated consultants. Consultants are expected to describe their expertise, including but not limited to similar project experience, and indicate who will be assigned to this project and their experience.

Background Information

Context

The New Main San Francisco Public Library was opened April 1996 in the Civic Center to much fanfare, followed by much journalistic criticism. Patronage has increased significantly compared to the Old Main, the building is appreciated for its glamour, but published criticism has highlighted problems including inadequate space for book storage, difficulties in processing and retrieving books, frustration with the new automatic shading system, and dissatisfaction with computerized card cataloging. Internally, staff have reported additional problems, including inadequate directional signage, noise, ergonomic difficulties, and inefficient workflow, and members of the public have also registered complaints. Before the Commission acts to respond to these criticisms and implied demands for changes in the building and its operation, it wants a measured, scientific assessment of how the building is actually functioning overall in regard to its many social and physical aspects. This evaluation will form the basis for planning changes in the building, operations, its management, and physical remodeling.

Goals and Objectives

The goals of the post-occupancy evaluation are:
physical aspects. This evaluation will form the basis for planning changes in building operation, management and physical remodeling.

-to provide an objective, empirical assessment of how the New Main Library is performing;

-to identify problems and solutions;

-to provide information which will form the basis for deciding which changes are most important to the delivery of the highest level of service to the largest number of patrons, or those most critically affected;

-to provide information about the relative cost of any proposed changes, so that in relation to the number of people effected and intensity of effect, a cost-benefit analysis can guide the Commissioners in setting their priorities for changes;

-to provide citizens and taxpayers with objective information about the building
so that this building can better serve their needs and desires, and
so that they understand what has happened with their tax money, and
so that they understand the implications of budget tradeoffs;

-to contribute to the published literature on library design guidelines in order to help San Francisco as well as other cities when they plan new libraries.

In order to meet these goals, the following study objectives must be met in regard to broad categories as follows:

Public

Evaluate all aspects that effect the public, both inside and outside, including but not limited to the following:

- what the different kinds of patrons expect of this library, regarding sufficiency and availability of facilities, kinds of services, ease of use, length of lines, shelving time

- adequacy of the way-finding and directional sign systems throughout building, including but not limited to directions to elevators and telephones, location of directories and kiosks, individual floor plans, the entry "bridge," Children Center, sign holders on wooden shelves, outdoor ventrines, Braille

- issues regarding use of computer equipment, including the adequacy of their numbers, their ergonomic functioning, their electro-magnetic fields, privacy screens

- the source of problems with stairs especially at entrance gates where staff and public have fallen and make recommendations for solving the problem

- maintenance of artwork, Alice Aycock stairs, Nyland Blake panel of names, marble finish, card catalog wall

- functioning of book return systems

- public lockers availability

- public toilets including door latches and soap dispensers, security and maintenance

- adequacy of the public address system

- the public exterior including pavers, grates, skateboarding issues

- the adequacy of the number of popular locations, such as, Internet access computers, video view areas, bathrooms

- whether or not the Koret auditorium could accommodate more activities (plays, musical performances) than the lectures for which it was designed

Staff

Evaluate all aspects that effect the staff, including but not limited to the following:

(The original intentions for the building are a matter of public record, but may also require interviewing key policy makers including the building architects and the Department of Public Works. In regard to particularly ambiguous issues find out why people feel that their input was ignored.)

- which functions need to stay in this building and which could move out

- for those groups who work without natural light, propose solutions, including light wells or job redesign as appropriate

- adequacy of service desks and all workspaces (seating, desks, tables, countertops, storage and shelving, book carts) in each of the 17 divisions, including but not limited to space, lighting, uv protection, ventilation, noise, privacy, ergonomic function, computer function, and electrical outlets

- sorting room in regard to the conveyor book return system, noise, light, space, and proper location

- book return system, especially the conveyor belt and book chute, and including box drop location and design

- wall, floor, and ceiling coverings and finishes throughout the building, including but not limited to compact storage areas

- audiovisual/media production, including assistive listening sound system, regular sound system, AV infrastructure of Koret, L/H and creativity center, municipal cablecasting potential, tape storage, noise

- kitchens including stoves

- staff restrooms including number, security, ventilation, and shower safety,

Building issues

Evaluate all aspects that effect both patrons and the staff, including but not limited to the following:

- the acoustic environment throughout, noise levels in different parts of the building and evaluate proposals for mitigating or masking noise from the atrium for both patrons and staff

- the thermal environment and the social consequences of people fighting about temperature control

- the electromagnetic fields (EMF) to which patrons and staff experience at each source (computer terminals and exit book detector) and cumulatively throughout the building

- the furniture, its ergonomic performance, including counter height, durability, maintenance costs and problems in public areas and staff (back of house) areas

- door functions including absence of door stops, appropriateness of magnetic door stops, how damaged wall plaster can be repaired, assess how to handle door repair/replacement wherever chipped or damaged, need for windows

- evaluate loading dock, compactor

- identify locations of accidents and identify solutions such as installing handrails wherever missing throughout building

- security issues throughout the building, including but not limited to entry, bathrooms, each floor security gates at entrance, paging desks, Brooks Hall driveway

- fire safety issues throughout the building

- window treatments, UV filters

Building operations

Evaluate all aspects that effect building operations, including but not limited to the following:

- how and where the building fulfills or falls short of fulfilling the design criteria for the New Main Library regarding amount of space for shelving existing and new collections, storage and supply rooms, furniture, activities, flexibility, work flow, supervising sight lines, etc.

- identify what would be necessary for Brooks Hall to make up for space shortages

- the amount of maintenance needed for equipment/furniture/building, and establish the life cycle of the furniture/fixtures and equipment so that it can be built into the budget

- maintenance and cleaning inside windows, and for cleaning outside windows and skylights

- location of roof leaks and propose repair methods

- automatic shades, identifying those which work and those which don't

- adequacy of wiring in all public and staff areas and equipment tables

- energy use in the facility, including operating performance of the building envelope, lighting, HVAC systems and building automation systems

Priorities for action

Wherever possible consider recommendations for solving problems and then establish priorities, based on a combination of need and cost:

- make recommendations for change based on the problems discovered, the number of people effected and the intensity of the effect;

- prioritize proposed changes in relation to cost, and type of change, whether physical (spatial reorganization, new construction, new signs, additional equipment) or managerial;

Budget

The total budget for the evaluation is $240,000.

Schedule

The study is projected to take 4 months from the time that the consultants begin work to the first draft. Thereafter, the consultant team may be retained for on-going coordination.

Work Product

A final written report in 5 parts will evaluate the current building overall in relation to its many social and physical facets, described above, make and prioritize recommendations for solutions to identified problems.

Experience Desired/Required Minimum Methodology

The consultants are expected to have qualifications and expertise to perform the tasks and develop products as specified below.

A. The public opinion survey regarding the issues named in this RFP must also include an open-ended component to allow for evaluation of issues not yet named. The representative sample of 300 should be drawn from the general population of San Francisco. This sample is to include only those who have used the Main Library at least once.

B. Focus group interviews (with staff and other groups)

The 47 divisions housed in the New Main Library might best be interviewed in groups organized floor by floor:

book arts/special collections
operations and facilities
community relations
personnel office
communications center/City watch
volunteer services
borrower services
finance
supply room
magazines & newspapers
chief of branches
periodical processing
general collection
chief of technical services
interlibrary loan
friends for life
project read
acquisitions
automation
business/technology

OCYS
library commission
engineering
library for the blind/print disabled
catalog department
art/music
learning differences
government information
teen center
information services
custodial
children's center
audio visual center
preservation
deaf/hearing impaired
extension services
history center
gay & lesbian center
main library administration
international languages
security
materials selection
community databases
environmental center
branch room
friends of the library
library foundation

In addition the following groups should be included in focus group interviews:

cafe
affinity groups
public

Observation and archival analysis

For those issues which are a matter of perception, direct observation may be required to be certain of what is actually occurring empirically. Indirect observation may also be useful to ascertain actual usage. Records may also provide useful sources of information.

Building energy assessment requires the expertise to:

- inspect glazing, thermal insulation and other architectural features which effect building energy use
- inspect lighting fixtures and test lighting controls
- inspect and test HVAC systems
- inspect and test building automation systems (BAS). This may involve downloading energy performance data including trend logs and monitoring primarily energy equipment (chillers, boilers) to verify energy operating performance
- review energy utility billing history
- review design engineering data to evaluate the capacity of building systems and equipment with respect to actual (historical) occupancy patterns
- review design and operation of building systems and equipment with respect to building codes and regulations; i.e., Title 24 Nonresidential Energy Standards, ASHRAE 90.1, ASHRAE 62-91, UMC, UEC
- depending upon the findings above, developing a computer model of the building's energy performance may be required to compare against Title 24, ASHRAE 90.1, etc. This model could also be used to compare against the utility history and to pre-determine the energy savings associated with

control strategies or potential future upgrades to existing equipment. Recommendations for reduction in building energy use may the developed involving existing building systems, new control or operating strategies, and potential future upgrades to existing equipment.

Results expected

Cost estimating of proposed changes (physical and administrative)

Recommendations and alternative solutions with related costs, prioritized by ease of change, type (e.g., managerial or physical) of change, number of people affected, intensity of effect. Forecast 10 years from now the outcomes of alternate courses of action.

Selection Process

Commission to determine

Request for Proposals Schedule

Proposal will be due 6 weeks after the RFP is published
(Actual date to be inserted)

SECOND DRAFT
Dr. Galen Cranz, text
3/3/98 Michael Housh, Commission Secretary, format

dictation, suggestion or interference herein prohibited on the part of any member of the Commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the Commission's powers of hearing and inquiry as provided in the Charter.

Section 2: Commission Secretary

The Secretary or designee shall attend all meetings of the Commission and the Nominating Committee and is responsible for the proper recording and distribution of all Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate.

The Secretary shall also serve as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of this document, or other regulations which may apply to how the Commission conducts business.

ARTICLE VI - Committees

Section 1: ~~Nominating Committee~~

~~The function of the Committee is to submit nominations for the ensuing year's President and Vice president. Each Commissioner must state publicly at the December meeting of the Commission his/her willingness to run for office. From those Commissioners who stated they would not run for office, the President shall choose three Commissioners to constitute the Nominating Committee. The Nominating Committee members shall each file written notice with the Commission Secretary not less than ten days before the Nominating Committee meets of their decision not to run for office.~~

~~In a public meeting, the Nominating Committee shall decide who will be its nominees. The Nominating Committee shall present its recommendations at the January meeting. Additional~~

~~nominations will be accepted from the Commission and/or the floor during the January meeting.~~

~~If an officer leaves the Commission before the end of his/her term, the remaining officer will convene a meeting of the Nominating Committee which will present its recommendations at the regular Commission meeting following the Nominating Committee's meeting. Additional nominations will be accepted from the Commission and/or the floor during the meeting in which the recommendations are made.~~

~~Section 2:~~ Ad-Hoc Committee

The Commission at its discretion may establish an Ad-Hoc Committee to address issues within the Commission's jurisdiction.

Section ~~3~~2: Committee Quorum

A majority of the members of a Committee is a quorum. A Committee may act through the majority of the quorum.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members (i.e., four votes) shall be required for the approval of any matter.

Section 2: Public Input

The Commission shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three minutes. Each agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except, at the presiding officer's discretion, Public Comment can be heard earlier in the agenda

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SAN FRANCISCO PUBLIC LIBRARY
COMMISSION BYLAWS

ARTICLE I - Identification

Section 1: Name

The San Francisco Library Commission.

Section 2: Office

The San Francisco Public Library system is comprised of the Main located in the Civic Center, San Francisco, CA 94102 and branch libraries located throughout the City and County of San Francisco.

Section 3: Compliance with applicable laws

The Commission shall comply with all applicable laws, including but not limited to the San Francisco Charter, the Ralph M. Brown Act, the Public Records Act, San Francisco's Sunshine Ordinance and the Political Reform Act of 1974.

ARTICLE II - Mission Statement

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

The Library Commission is part of the executive branch of the government of the City and County of San Francisco. Seven Library Commissioners are appointed by and serve at the pleasure of the Mayor.

Section 2: Term of Appointment

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term.

Section 3: Compensation

Commissioners shall serve without compensation.

Section 4: Oath of Public Office

Swearing to the Oath of Public Office constitutes the Commissioner's sworn responsibility to the public trust.

Section 5: Function

The Library Commission formulates, evaluates and approves goals, objectives, plans and programs and sets policies for the Library consistent with the overall objectives of the City and County; develops and keeps current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals; approves (after public hearing) Library budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors; recommends to the Mayor rates, fees and similar charges with respect to Library items; nominates qualified applicants for the position of City Librarian for appointment by the Mayor; monitors the performance of the City Librarian who serves at the pleasure of the Commission; investigates any aspect of governmental operations within the Library; exercises other powers and duties prescribed by the Board of Supervisors; and appoints an executive secretary who serves at the pleasure of the Commission to manage the affairs and operations of the Commission.

The Commission shall evaluate the performance of the City Librarian and the Secretary to the Library Commission at least once a year.

Section 6: Excused Absences

Prior notification of absence from Commission ~~and Committee meetings~~ constitutes an excused absence. If a Commissioner misses more than four regularly scheduled, consecutive Library Commission ~~and/or Committee~~ meetings, whether the absence is excused for any reason other than illness or is unexcused, the Commission President shall notify the Commission and the Mayor of the Commissioner's lack of attendance.

ARTICLE IV - Officers

Section 1: Officers

The Officers of the Commission are a President and a Vice-president. The President and Vice-president shall serve at the pleasure of the Commission.

Section 2: Term of office

The term of each office is one year.

Section 3: General Duties and Responsibilities

The President shall preside at all meetings of the Commission.~~ and is an ex officio non voting member of all standing Committees except the Nominating Committee.~~ The Commission Secretary working with the President and the City Librarian prepares the agenda for all meetings. The President serves as ex-officio member of other department/agency Committees as requested.

At the end of the fiscal year the President along with the City Librarian shall submit a written annual report to the members summarizing the activities and accomplishments of the Commission during the term of office and file such report with the Mayor and the Clerk of the Board of Supervisors.

In the absence of the President, the Vice-president shall act. The Vice-president shall perform such duties of the President as may be delegated by the President.

ARTICLE V - Commission Staff

Section 1: City Librarian

The City Librarian shall have the duties and powers which are set forth in the Charter and Ordinances of the City and County of San Francisco. As the Executive Director of the department, the City Librarian or a designee shall attend all meetings of the Commission and is also required to report to the Commission on all matters which concern the operation of the department and which may call for its attention.

The Commission shall deal with administrative matters solely through the City Librarian or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of the Commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the Commission's powers of hearing and inquiry as provided in the Charter.

Section 2: Commission Secretary

The Secretary or designee shall attend all meetings of the Commission and **the Nominating** ~~its C~~Committee~~s~~ and is responsible for the proper recording and distribution of all Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate.

The Secretary shall also serve as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of this document, or other regulations which may apply to how the Commission conducts business.

ARTICLE VI - Committees

Section 1: ~~Committee Chairs~~

~~The President shall appoint Commissioners to serve as Committee Chairs for a period of one year. These chairs shall serve at the pleasure of the President.~~

~~Section 2: Committee Meetings~~

~~Committees shall meet at regularly scheduled times and places or at additional meetings deemed necessary by a majority of the Committee membership or the Chair. All Committee meetings will be conducted in the same manner as regular Commission meetings.~~

~~Section 3: Committee Quorum~~

~~A majority of the members of a Committee is a quorum. A Committee may act through the majority of the quorum.~~

~~Section 4: Standing Committees~~

~~The Commission has two standing Committees: Finance, Operations and Building and Planning and Policy. Each Committee shall have three Commissioners.~~

~~Section 5: Finance, Operations and Building Committee~~

~~This Committee has oversight responsibilities for the budget; forms financial plans and processes; evaluates fines and fees; makes recommendations to the Commission for the financial well-being of the Library programs; performs other operational issues appropriate to the well-being of the Library system; and general oversees construction, maintenance, safety and renovation projects for Library facilities.~~

~~Section 6: Planning and Policy Committee ***~~

~~This Committee reviews general policy, goals and objectives for the library and provides a public forum for the consideration of policies affecting the public. This Committee also reviews strategic plans for the long term development of the institution such as the five year plan and the Collection Development plan; and reviews strategic goals such as the use of the Library facilities by the public.~~

~~Section 7:~~ Nominating Committee

The function of the Committee is to submit nominations for the ensuing year's President and Vice-president. Each Commissioner must state publicly at the December meeting of the Commission his/her willingness to run for office. From those Commissioners who stated they would not run for office, the President shall choose three Commissioners to constitute the Nominating Committee. The Nominating Committee members shall each file written notice with the Commission Secretary not less than ten days before the Nominating Committee meets of their decision not to run for office.

In a public meeting, the Nominating Committee shall decide who will be its nominees. The Nominating Committee shall present its recommendations at the January meeting. Additional nominations will be accepted from the Commission and/or the floor during the January meeting.

If an officer leaves the Commission before the end of his/her term, the remaining officer will convene a meeting of the Nominating Committee which will present its recommendations at the regular Commission meeting following the Nominating Committee's meeting. Additional nominations will be accepted from the Commission and/or the floor during the meeting in which the recommendations are made.

Section 2~~8~~: Ad-Hoc Committee

The Commission at its discretion may establish an Ad-Hoc Committee to address issues **within the Commission's jurisdiction.**~~outside the purview of the standing Committees.~~

Section 3: Committee Quorum

A majority of the members of a Committee is a quorum. A Committee may act through the majority of the quorum.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members (i.e., four votes) shall be required for the approval of any matter.

Section 2: Public Input

The Commission shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three minutes. Each agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except, at the presiding officer's discretion, Public Comment can be heard earlier in the agenda when a member of the public wants to speak but is unable to attend the entire meeting.

When it appears that an item may elicit considerable public comment, the presiding officer may, at his sole discretion, ask those to desire to speak to sign up on a sheet, provided by the Commission Secretary. Speakers will be called for comment in the order in which they signed the sheet. Members of the public, who do not elect to sign or do not wish to give their name, may give comment after those who did sign have had an opportunity to comment.

Except for the actions taken at lawful closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statues and ordinances of the Board of Supervisors.

Section 3: Meeting Minutes

Minutes shall be taken at every **Commission** ~~Committee and Commission~~ meeting. The minutes shall state, at minimum, the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those members of the public who spoke on each matter (if the speakers identified themselves), whether such speakers supported or opposed the matter and the time the meeting was adjourned. Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.

Section 4: Regular Meetings

Regular meetings of the Library Commission shall be held on the first **and third** Tuesdays of each month in the **Koret Auditorium of the** Main Library ~~in the~~ **at 5:30 p.m.** ~~Latino Hispanic Community Meeting Room.~~ The Regular Meeting and/or Special Meetings may be held at other locations or at other times subject to the provision of appropriate notice.

Section 5: Closed Sessions

The Commission is authorized to hold closed (non-public) meetings for limited purposes, such as the discussion of: matters posing a threat to the security of Library buildings or a threat to the public's right of access to Library buildings or services; consideration of the appointment, employment, evaluation of performance or dismissal of department head or Commission secretary or pending litigation. Upon consultation with the City Attorney, and determination that a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6: Special Meetings

The President of the Commission may call special meetings to address specific matters.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the President, the City Librarian and the Commission Secretary. The Commission Secretary shall work with the Commission President ~~and Committee Chairs~~ to develop the agenda. The agenda shall consist of items requested by the President, the City Librarian or the Commission.

ARTICLE IX - Voting

Section 1: Voting and Abstention

Each member present at a Commission ~~or Committee~~ meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case by case basis, in consultation with the City Attorney~~.~~

Section 2: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedures

At the discretion of the Commission President~~ or the Committee Chair~~, except where the Charter or other rules provide required procedure, meetings shall be governed by the most recent edition of Robert's Rules of Order. (1990 9th ed., Scott, Foresman *Robert's Rules of Order Newly Revised* - as of 3/24/97.)

ARTICLE XI - Bylaws Amendments

These bylaws may be amended at any meeting of the Library Commission by a majority vote of those present, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting.

APPROVED AS TO FORM:

LOUISE H. RENNE
CITY ATTORNEY

by________________________
Sandra K. Schaefer
Deputy City Attorney

Amended 04/02/96
Correction 08/06/96
Amended 11/05/96
Amended 12/02/96
Amended 3/24/97
Amended 5/6/97
Submitted for approval 1/22/98

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
REVISED MEETING SCHEDULE - 1998

Commission Meeting
First Tuesday of the Month, 5:30 PM

March 3; April 7; May 5; June 2; July 7; August 4; September 1; October 6; November 4*; December 1

Commission Meeting
Third Thursday of the Month, 5:00 PM

March 19; April 16; May 21; June 18; July 16; August 20; September 17; October 15; November 19; December 17

- Due to Election Day falling on the 1st Tuesday in November the Commission meeting will be held on the 1st Wednesday

M.Housh, Commission Secretary
02/23/98

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
MEETING SCHEDULE - 1998

Commission Meeting
First Tuesday of the Month, 5:30 PM

March 3; April 7; May 5; June 2; July 7;
August 4; September 1; October 6;
November 4*; December 1

Commission Meeting
Third Tuesday of the Month, 5:00 p.m.

March 17; April 21; May 19; June 16; July 21;
August 18; September 15; October 20;
November 17; December 15

- Due to Election Day falling on the 1st Tuesday in November the Commission meeting will be held on the 1st Wednesday

M.Housh, Commission Secretary
2/23/98

DRAFT #2

ESTABLISHING AS A POLICY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT SAVINGS IN TELECOMMUNICATIONS COSTS OBTAINED BY THE PUBLIC LIBRARY PURSUANT TO PARTICIPATION IN FEDERAL AND STATE DISCOUNT PROGRAMS ESTABLISHED TO PROMOTE LIBRARY/SCHOOL TELECOMMUNICATIONS ENHANCEMENTS WILL BE TARGETED TO FUNDING OF SUCH ENHANCEMENTS IN THE LIBRARY SYSTEM.

WHEREAS, It is a policy of the City and County of San Francisco to provide free and equal access to knowledge and information tools through schools, libraries and other public service agencies to equalize service to all sectors of the community, and

WHEREAS, community connectivity is the key to access to community information and delivery of government services in the coming decades , and

WHEREAS, the San Francisco Main Library and 26 Neighborhood Libraries are the primary public sites for free and equal access to telecommunications tools and services for much of the community including multicultural indigent and underserved populations, and

WHEREAS, the City and County seeks to encourage the community, policy makers and leaders to create useful applications and replicable models of the emerging technologies to enhance and improve the economic vitality, employment opportunities and well being of the community and its citizens, and

WHEREAS, Federal and State government have initiated programs to help schools, libraries and public health facilities install and operate advanced information infrastructure through discount programs including the Universal Service "E-Rate" program mandated by the Telecommunications Act of 1996 and implemented by the Federal Communications Commission and School Library Corporation, and the California Teleconnect Fund implemented by the California Public Utilities Commission, and

WHEREAS, San Francisco Public Library will be eligible for discounts of approximately 80% and 50% respectively on some telecommunications costs and fees , and

WHEREAS, the purpose of these discounts is to accelerate the installation of telecommunications infrastructure in libraries and the concomitant development of training, services and programs, and

WHEREAS, IT IS THE INTENT OF THE Federal and State discount programs that any discounts or savings from these programs are to be used for the purpose of accelerating, expanding and enhancing the technology programs in the Public Library, now therefore be it

RESOLVED, That it will be the policy of the City and County of San Francisco that any funds resulting from discounts or savings on telecommunications infrastructure and related costs realized by the Public Library as a result of participating in Federal and State Universal Service, Teleconnect Fund or other discount programs will continue to be budgeted and allocated to the San Francisco Public Library for the development of advanced telecommunications infrastructure and creation of applications and technology based services to benefit the community as a whole.

FILE NO.________________ RESOLUTION NO.________________

TO PRESERVE PUBLIC LIBRARY FUNDS RESULTING FROM DISCOUNTS OR SAVINGS ON TELECOMMUNICATIONS INFRASTRUCTURE AND RELATED COSTS REALIZED BY PARTICIPATING IN FEDERAL AND STATE UNIVERSAL SERVICE, TELECONNECT FUND AND OTHER DISCOUNT PROGRAMS TO ACCELERATE DEPLOYMENT OF ADVANCED SYSTEMS AND SERVICES IN THE PUBLIC LIBRARY

WHEREAS, It is a policy of the City and County of San Francisco to provide free and equal access to knowledge and information tools through schools, libraries and other public service agencies to equalize service to all sectors of the community, and

WHEREAS, community connectivity is the key to access to community information and delivery of government services in the coming decades , and

WHEREAS, the San Francisco Main Library and 26 Neighborhood Libraries are the primary public sites for free and equal access to telecommunications tools and services for much of the community including multicultural indigent and underserved populations, and

WHEREAS, the City and County seeks to encourage the community, policy makers and leaders to create useful applications and replicable models of the emerging technologies to enhance and improve the economic vitality, employment opportunities and well being of the community and its citizens, and

WHEREAS, Federal and State government have initiated programs to help schools, libraries and public health facilities install and operate advanced information infrastructure through discount programs including the Universal Service "E-Rate" program mandated by the Telecommunications Act of 1996 and implemented by the Federal Communications Commission and School Library Corporation, and the California Teleconnect Fund implemented by the California Public Utilities Commission, and

WHEREAS, San Francisco Public Library will be eligible for discounts of approximately 80% and 50% respectively on some telecommunications costs and fees , and

WHEREAS, the purpose of these discounts is to accelerate the installation of telecommunications infrastructure in libraries and the concommitant development of training, services and programs, and

WHEREAS, any discounts or savings from these programs are to be used for the purpose of accelerating, expanding and enhancing the technology programs in the Public Library, now therefore be it

RESOLVED, That it will be the policy of the City and County of San Francisco that any funds resulting from discounts or savings on telecommunications infrastructure and related costs realized by the Public Library as a result of participating in Federal and State Universal Service, Teleconnect Fund or other discount programs will continue to be budgeted and allocated to the San Francisco Public Library for the development of advanced telecommunications infrastructure and creation of applications and technology based services to benefit the community as a whole.

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

L. BROWN, JR.

s A. HIGUERAS, A.I.A.
nt

. STREETS
esident

Y AGNOS
E K. CHIN
A. COULTER
T H. LLORENTE
. STEIMAN
ssioners

A MINUDRI
City Librarian

EL HOUSH
ssion Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special and regular meetings of Tuesday, March 3, 1998 (Approved as amended March 17, 1998)

The San Francisco Public Library Commission held a special meeting for the purpose of Employee Evaluation and a regular meeting on Tuesday, March 3, 1998 in the Koret Auditorium, Main Library.

The Special meeting was called to order at 5:15 PM by President Charles A. Higueras.

The following members were noted present: President Higueras, Vice President Streets, and Commissioners Agnos, Chin, Coulter, Llorente, and Steiman.

The Commission President called for public comment, (no member of the public rose to speak), and then announced that the Commission would meet in closed session as provided by Government Code Section 54957 for the purpose of employee evaluation of the job performance of the City Librarian.

The Commission went into closed session at 5:20 PM

The Commission reconvened in open session at 6:59 PM

The Commissioner Coulter reported that an employee evaluation of the job performance of the City Librarian was the only action taken during the closed session.

MOTION: Commissioner Coulter, seconded by Commissioner Agnos moved to report no information concerning any matters discussed during the closed session.

ACTION: APPROVED Aye 7-0 (Agnos, Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

ADJOURNMENT: Commissioner Llorente, Seconded by Commissioner Chin moved Adjournment of the special meeting of the Library Commission

ACTION: APPROVED Aye 7-0 (Agnos, Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

The meeting was adjourned at 7PM

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

The Regular Meeting of the Library Commission was called to order at 7:01PM

The following members were noted present: President Higueras, Vice President Streets, and Commissioners Agnos, Chin, Coulter, Llorente, and Steiman.

APPROVAL OF MINUTES of the regular meeting of February 3, 1998

MOTION: approval moved by Commissioner Chin, seconded by Commissioner Llorente.

There was discussion among the Commissioners regarding including certain dates in the minutes to clarify the timing of the Commission's actions recommending approval of a supplemental appropriation. The Commission Secretary was directed to amend the Minutes to include the dates of the Board of Supervisor's Finance Committee and full Board of Supervisors action on the Library's supplemental appropriation request. It was the consensus of the Commission that its current policy regarding the manner used in reporting public comment in the minutes appropriately addressed this issue.

Public Comment: An anonymous member of the public opposed adoption of the minutes. Mr. Peter Warfield spoke in favor of inclusion of the dates of the Board of Supervisor's action on the Library's supplemental appropriation request. Ms. Andrea Grimes clarified details of her public comment described in the minutes. Melissa Riley mentioned specific concerns with humidity problems in Brooks Hall.

ACTION: APPROVED Aye 7-0 (Agnos, Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

APPROVAL OF MINUTES of the special meeting of February 10, 1998

MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Chin.

Commissioner Streets requested that a means of keeping track of commissioner's requests for reports or information be provided in the minutes.

Public Comment: Mr. Peter Warfield disagree with the description of his March 10th public comment as criticizing the Commissioners. An anonymous member of the public complemented the Commission's willingness to make corrections in the minutes and spoke concerning the Fuhrman Fund. Ms. Deetje Boler suggested that as additional information had been included in recent meeting minutes, more extensive quotes from public comment be included in the minutes.

ACTION: APPROVED Aye 7-0 (Agnos, Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

APPROVAL OF MINUTES of the special meeting of February 19, 1998

MOTION: Approval moved by Commissioner Chin, seconded by Commissioner Agnos.

Public Comment: Ms. Deetje Boler questioned amending meeting minutes when they are presented and inquired where amended minutes could be viewed. Mr. Peter Warfield commented on a description in the minutes of "materials" rather than "books", the lack of mention of 1.5 Full Time Equivalency (FTE) staffing for catalog improvements, and opposed adoption of the minutes.

ACTION: APPROVED Aye 7-0 (Agnos, Coulter, Chin, Higueras, Llorente, Steiman, and Streets)

Commission President Charles Higueras commented on the Commission's efforts to have a reasonable policy concerning the level of specificity used in recording public comment in the minutes. He suggested that members of the public submit questions raised in public comment to the Commission or Library administration for more detailed and informed responses and committed to put matters of public concern on future Commission agendas.

At the request of representatives of the Department of Public Works items 4. Report on Mission Branch renovations and 6. Seismic Safety and Building Improvement Bond proposals on the agenda were heard out of order.

MISSION BRANCH RENOVATION REPORT

Mr. Roger Wong, Department of Public Works reported that during the past two weeks since his last report the substructure work was completed at the Mission Branch Library. He reported a four (4) rain delay extension was investigated and allowed. Mr. Wong reported that the soil contamination previously noted was found to be motor oil. He described a $6,500.00 change order to replace a deteriorated concrete slab as well as proposed replacement of a bookshelf base found to be damaged. He committed to continue to involve and consult with the Library's project representative on any decisions proposed and to report the source of all requested change orders in his future reports.

Public comment: Mr. Ed Regan spoke in favor of including a pamphlet room in the renovated Mission Branch.

PUBLIC FACILITIES SEISMIC UPGRADE INITATIVE

Mr. Jorge Alfaro, substituting for Mr. George White, gave a report to the Commission on the status of a proposed Seismic Safety-Building Improvements Bond that would include four branch libraries. Mr. Alfaro notified the Commissioners that a staff report recommending such a bond be placed before the voters has been delivered to Mr. Mark Primeau, the Director of the department of Public Works. Mr. Alfaro explained that should Mr. Primeau approve the staff's recommendation that this report would then be brought to the Mayor and the city's Bond Counsel for consideration. Commission President Higueras pressed Mr. Alfaro to provide clarification of Public Works position on the recommendations for building improvements as a significant element in any bond funded renovation project. Mr. Alfaro responded that individual plans to include program improvements in addition to seismic safety work were being developed. The City Librarian noted that the Library had no available funds to pay the estimated $20,000 needed to conduct proper evaluation surveys to determine which improvements and modernization work should be included in the bond funded renovations of the Golden Gate Valley, Marina, and Noe Valley Branches. Only the Richmond Branch has existing funding to pay for a study to identify needed improvements. Mr. Alfaro indicated that there was no existing deadline for reworking the proposal and that there could be an up to eight month window of opportunity to consider changes.

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri noted that she had learned that library patrons and community leaders in the Oceanview neighborhood have indicated that if there was a serious likelihood that the Mayor would propose construction of an entirely new branch library for their neighborhood, they would prefer not to relocate the current branch. Ms. Minudri identified 345 Randall Avenue as a possible site for a new branch library. She strongly emphasized that the Library has no funding or state library bond funds available to pay for a new branch. The City Librarian pointed out that there was a proposed $500 million California Library Construction Bond under consideration in the legislature for the November Gubernatorial Election, but all current funds were fully committed. The City Librarian suggested that a constructing a new branch could only be funded after a policy decision by the Mayor. Ms. Minudri estimated the potential costs at between $750,000 to $2 million.

Ms. Minudri described the budget process as proceeding smoothly. The City Librarian noted that hiring was underway for the positions funded by the supplemental appropriation and related that these costs were to be annualized in the 1998-99 Budget. She informed the Commissioners that the proposed library fine amnesty would be consider by the Board of Supervisors Finance Committee on March 11. She also called attention to the festivities saluting the millionth visitor to the Chinatown Branch since its renovation and the Unsung Heroes program.

Marcia Schneider, Chief of Branches/Community Relations reported more details of the millionth visitor to the Chinatown branch since its reopening and described a poem the visitor, Mr. Wan composed on the spot in recognition of his good fortune to be the millionth patron at the renovated Chinatown Branch. Ms. Schneider also discussed the opening of an exhibition on Sunday March 8th honoring Holocaust Hero Varian Fry. Her report also included information on the Shades of San Francisco photographic history project as well as Green/Black history program bringing together Irish and Afro Americans to examine their shared histories.

Acting Chief of the Main, Roberto Esteves highlighted the high patron volume experienced at the Main Library during February. He reported an average daily attendance of 5,900 patrons with over 8,000 on some Sundays. Mr. Esteves announced completion of 210' of new shelving for the Library for the Blind allowing circulation of its largest ever collection. The Acting chief of the Main described the Library's participation in the Bay Area Preservation Network to facilitate better response to emergency damage to library collections throughout the Bay Area. The introduction of improved locator codes on the online catalog and lighting of an historic stained glass view of San Francisco's skyline in the History Center were acknowledged. It was related that 40 docents have been trained for the Art Rage project and volunteers recruited to assist patrons sign up to use the Internet. Staffer Marti Goddard and the Audio-Visual staff were recognized by the San Francisco Police Department for outstanding assistance in facilitating their 911/TBB system information program for disabled persons. Mr. Esteves also mentioned a letter of appreciation received from class of Room 3 at Sunset Elementary School following its visit to the Main.

Public Comment: An anonymous member of the public agreed that there was a need for availability of information prior to Commission meetings citing the unavailability of the draft Request for Proposals for the Post Occupancy Evaluation, and expressed concern at the lack of mention of Fuhrman Fund issues in the City Librarian's Report. Ms. Deetje Boler inquired about a book selection process for the Bay Area Preservation Network. Mr. Peter Warfield spoke about book preservation issues involving Brooks Hall, the book conveyor system, catalog improvement information provided to staff, public information about catalog changes, and details of the budget involving $40,000 requested for public address systems and $175,000 for emergency communications. Ms. Melissa Riley, a branch librarian, said she had been informed that thousands of books were being damaged by the book conveyor system. Ms. Deetje Boler spoke about details of the proposed 1998-99 budget regarding utility costs, the book and materials budgets, and objected to replacing staff with self-check out machines, inquiring as to costs involved.

2nd DRAFT REQUEST FOR PROPOSALS for the POST OCCUPANCY EVALUATION

Commission President Charles Higueras introduced Dr. Galen Cranz for a presentation of her 2nd draft Request for proposals to conduct the Post Occupancy Evaluation of the Main Library. Dr. Cranz presented her revised text emphasizing several new points included as well as a rearrangement of the text to clarify the issues raised, methodologies mandated, and areas the consultant must address. She pointed out that this draft reflected a amplification of the basic issues covered in the first draft without major changes. There was a general discussion among Commissioners regarding details this draft. Commissioner Steiman requested that future drafts be made available earlier so that their details could be carefully reviewed. She also proposed the future drafts address the issue of anticipated growth in the library's collections. The discussion of that point suggested a look forward for a period of 50 years. Issues of the Library's acquisition and use of

Brooks Hall to address various library needs were raised by Commissioner Agnos. Commissioner Chin observed that likely future increased patron use and the rate of increase in book publishing should also be included in this discussion. Deputy City Attorney Sandy Schaefer raised the matter of the city's requirements for RFP format and provided Dr. Cranz with information to facilitate putting the document into the proper format. Commission President Higueras responded to the various issues raised and proposed a revised third draft including these points be developed and brought back to the commission with ample notice.

Public Comment; Mr. Ed Regan favored inclusion of only library users in POE surveys, requested that the writers honored on the exterior of the Old Main be placed on the exterior of the New Main, and that the Library consider creation of an all fiction branch to make more space in the Main Library. Ms. Melissa Riley, a branch librarian, spoke in favor of discussion of future library expansion needs, involvement of branch staff in discussions about the Main's function as part of a library system, addressing a range of privacy issues in the POE, and critiqued use of focus groups as an information source. An anonymous member of the public observed that the Old Main had served as a library for 80 years, expressed approval of improvement in the inclusiveness of the 2nd draft RFP, and referred to R.D. Lang's analysis of decision making. Mr. Tom Carey suggested that the café be included in the staff sections of the RFP and that affinity groups be only identified as part of the public. Mr. Joe Rosenthal expressed concern that the draft RFP over emphasized lesser priority matters at the expense of important issues. Mr. Peter Warfield spoke about obtaining copies of draft material earlier, suggested that a 6 week period may be too short to get response from applicants to conduct the Post Occupancy Evaluation, raised issues related to increased browsing space, privacy issues, and more patron friendly facility. Ms. Deetje Boler suggested removal of affinity groups from the POE process. Another unidentified member of the public spoke about Brooks Hall as a public space or space appropriate for Library use.

BYLAW AMENDMENT TO ABOLISH THE NOMINATING COMMITTEE

Commission President Higueras introduced a discussion of a proposed Bylaw amendment to replace the formal Nominating Committee process with an Ad Hoc committee as a means of simplifying a process Commissioners had found cumbersome. The Commissioners discussed the need for this change and the reasons the Nominating Committee had been created in the past.

MOTION: Commissioner Llorente, Seconded by Commissioner Steiman moved adoption of the revised Bylaws.

Public Comment: An anonymous member of the public related his view that the process was created to promote fairness in the selection of Commissioners.

After further discussion, it was the consensus of the Commissioners that this item be tabled for further consideration ways to improve its process.

ACTION: Commissioner Llorente withdrew his motion

REVISED COMMISSION MEETING SCHEDULE

Commission President Higueras introduced a proposed revised schedule of Commission meeting for the remainder of 1998. The consensus of the Commission was that a regular schedule of meetings to be held at 5:30PM in the Koret Auditorium on the 1st Tuesday and the 3rd Thursday of each month best met the needs of the Commissioners.

Public Comment: An anonymous member of the public called the Commissioner's attention to the fact that the Bylaw changes adopted in February included description of regular meetings to be held on the 3rd Tuesday of the month and as such required different notice.

The City Attorney reported that in the draft bylaw change adopted by the Commission in February she had included a change in meeting date. As this had escaped notice when the changes were adopted by the Commissioners, it was decided to continue this item in order to properly begin the process needed to adopt a revised meeting schedule.

RESO # 2072 RETAINING E-RATE SAVING BY THE LIBRARY

Ms. Minudri, the city Librarian requested that the Commission adopt this resolution in principle in order to strongly express its view that any savings accruing the Library from participation in a federally sponsored telecommunications rate discount program should remain as the law intended with the Library.

MOTION: Commissioner Llorente, Second Commissioner Steiman moved approval of the Resolution in principle pending City Attorney approval of appropriate language for submission to the Board of Supervisors for their approval.

Public Comment: An anonymous member of the public opposed adoption of the Resolution because of its implicit commitment of Prop E Library funds to certain levels of spending on telecommunications. Mr. Peter Warfield opposed adoption of the Resolution as in his view not properly noticed and his belief that it mandated certain levels of expenditure on telecommunications.

ACTION: Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Agnos requested that a system to track and report the status Commissioner's requests made during meetings for reports or information from Library staff be set up.

Public Comment: Mr. Peter Warfield expressed approval of efforts to have regular reports on the status of Commissioner's requests.

PUBLIC COMMENT

Mr. Ed Regan spoke on increased hours of service. Mr. Peter Warfield also favored increased or variable hours of extended service. An anonymous member of the public inquired about the status of a committee of "14 thoughtful people" which was to be created last year, discussed the importance of listening to a diversity of views, discussed libraries as a "peoples university", and questioned the Library's process ending its Library Express program.

ADJOURNMENT: Upon a motion by Commissioner Llorente, seconded by Commissioner Chin the meeting was adjourned.

ACTION: Approved 5-0 (Aye -Agnos, Chin, Higueras, Steiman, and Llorente).

The meeting was adjourned at 9:59PM

Michael Housh, Library Commission Secretary 3/18/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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LLIE L. BROWN, JR.
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RLES A. HIGUERAS, A.I.A.
sident

AN A. STREETS
e President

ERRY AGNOS
NNIE K. CHIN
EVEN A. COULTER
NEST H. LLORENTE
ROL STEIMAN
mmissioners

GINA MINUDRI
ting City Librarian

CHAEL HOUSH
mmission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, March 17, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order
AGENDA:

1. APPROVAL OF THE MINUTES

Presentation of, discussion of, and possible action to approve the minutes of regular Commission meeting of March 3, 1998. **ACTION**

Presentation of, discussion of, and possible action to approve the minutes of the Special Finance Committee meeting of February 19, 1998. **ACTION**

Presentation of, discussion of, and possible action to approve the minutes of the Planning and Policy Committee meeting of January 15, 1998. **ACTION**

2. CITY LIBRARIAN'S REPORT

a). Report on Brooks Hall

b). Report on Oceanview Branch Library issues

3. LIBRARIANS' GUILD REPORT

4. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

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SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

5. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

6. **ADJOURNMENT** (requires motion and public comment) **ACTION**

3/11/98 - M.Housh,
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

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M. Housh 10/17/97

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

Finance, Operations, and Building Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the special meeting of Thursday, February 19, 1998

WILLIE L. BROWN, JR.
Mayor

CHARLES A. HIGUERAS, A.I.A.
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
STEVEN A. COULTER
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

REGINA MINUDRI
Acting City Librarian

MICHAEL HOUSH
Commission Secretary

The Finance, Operations, and Building Committee of the San Francisco Public Library Commission held a special meeting on Thursday, February 19, 1998 in the Koret Auditorium of the Main Library, Civic Center.

1. CALL TO ORDER: 5:24 PM

MEMBERS ATTENDING THE MEETING: In attendance Commission Vice President Fran Streets, Chair, Commissioner Sherry Agnos, and Commission President Charles Higueras, AIA. Commissioner Lonnie Chin was present as an observer.

1. Approval of the Minutes of January 20, 1998

MOTION: President Higueras, seconded by Vice President Streets moved adoption of the Finance Committee Minutes of January 20, 1998.

Public Comment: Peter Warfield spoke on the reporting of his comments in the minutes.

ACTION: Approved 3-0 (Aye - Agnos, Higueras, and Streets)

2. AJOURNMENT

MOTION: Commission President Higueras, seconded by Commissioner Agnos moved to adjourn the special Thursday, February 19, 1998 meeting of the Finance, Operations and Building Committee.

ACTION: Approved 3 - 0 (Aye - Streets, Agnos, Higueras)

The meeting was adjourned at meeting adjourned at 5:31PM

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the Office of the Commission Secretary, Main Library, 6th Floor 100 Larkin Street, San Francisco, CA 94102-4705.

M. Housh, Secretary
02/23/98

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DRAFT

LIE L. BROWN, JR.
or

LES A. HIGUERAS, A.I.A.
dent

N A. STREETS
President

RRY AGNOS
NIE K. CHIN
EN A. COULTER
EST H. LLORENTE
OL STEIMAN
missioners

INA MINUDRI
g City Librarian

HAEL HOUSH
mission Secretary

Planning and Policy Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Thursday, January 15, 1998

The Planning and Policy Committee of the San Francisco Public Library Commission held its regular meeting on Thursday, January 15, 1998 in the Koret Auditorium of the Main Library, Civic Center.

The meeting was called to order at 5:02 PM

MEMBERS ATTENDING THE MEETING: Commissioners Carol Steiman and Lonnie K. Chin.

PUBLIC COMMENT

No member of the public rose to speak

APPROVAL OF MINUTES of December 18, 1997

MOTION: Commissioner Steiman moved approval of the Minutes of the December 18, 1997 regular meeting of the Planning and Policy Committee, seconded by Commissioner Chin.

ACTION: 2-0 Aye (Chin, Steiman)

3. CITY LIBRARIAN'S REPORT

The City Librarian, Ms. Regina Minudri reported to the Committee that Library staff were seeking to identify ways to get a response/notification of availability to patrons following requests that the Library acquire books or materials as requested by the Committee at its December 1997 meeting. The City Librarian proposed a further report to the Committee on this issue in February.

Ms. Minudri discussed the Library's need for a three year plan and stated that the technology part of this plan would be done as part of a state mandated requirement that the library adopt a three year technical plan in order to qualify for funding equaling 80% discounts on high speed data lines and other technical services. According to the City Librarian, the San Francisco Public Library qualifies for the highest level match rates and could realize significant cost savings through development and adoption of such a technical plan as a key element in its overall planning efforts.

The City Librarian also outlined her meetings with Oceanview Branch neighbors and patrons in her continuing efforts to remedy problems at the existing Oceanview Branch Library location. Ms. Minudri reported that following a discussion with Mr. Joel Robinson, General Manager of the San Francisco Department of Recreation and Park and a visit to the Oceanview Recreation Center that there is an excellent opportunity

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favorably considered by neighbors and Rec/Park Department that the branch library could be relocated to the Oceanview Recreation Center. She pointed out that a combined facility on that site would provide ample library use space, greater security, and extra room for new computer programming with on-site youth programs. Ms. Minudri said that this short term solution could pave the way for the long term solution of a new library facility for the Oceanview neighborhood.

Commissioner Steiman called attention to similar concerns at the Ingleside Branch and suggested consideration of its needs as the next such priority.

Public Comment: Peter Warfield inquired concerning online catalog improvements and about Brooks Hall.

FINE AMNESTY

The Committee proposed to forward to the full Commission a proposal to authorize the City Librarian to hold a fine amnesty period of two weeks to encourage patrons to return books and materials. Ms. Minudri also mentioned including a possible "food for fines" element in the amnesty process if it could be found to be practicable. Commissioner Chin urged that a major publicity effort to promote the amnesty be also be made when the fine amnesty period is announced.

MOTION: Commissioner Steiman, Seconded by Commissioner Chin moved that the Committee recommend Commission approval of authorization for the City Librarian to amnesty fines for a two week period at a time to be designated at her discretion.

ACTION: Aye 2-0 (Steiman and Chin)

NEW BUSINESS

No new business was proposed.

ADJORNMENT

MOTION: Adjournment was moved by Commissioner Steiman, seconded by Commissioner Chin.
ACTION Approved 2-0 (Aye - Steiman and Chin)

The regular meeting of Planning and Policy Committee was adjourned at 5:25 PM.

Please note: These are draft minutes subject to the approval of the Public Library Commission's Planning and Policy Committee at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

01/22/98
M. Housh

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San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

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or

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nmissioners

GINA MINUDRI
ing City Librarian

AEL HOUSH
nmission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Tuesday, March 17, 1998

The Regular Meeting of the Library Commission was called to order at 5:42PM

The following members were noted present: Vice President Streets, Commissioners Agnos, Chin, Llorente, and Steiman. Commissioner Coulter was excused attendance and Commission Chin's arrival delayed due to school district business. President Higueras joined the meeting at 5:43PM

APPROVAL OF MINUTES of the regular meeting of March 3, 1998

MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: Mr. Peter Warfield spoke on the order of presentation of the discussion in the minutes and inclusion of Board of Supervisor's action dates on the supplemental appropriation request. An anonymous member of the public discussed a letter he had sent to the Commission President regarding inclusion in the minutes of any amendment, notice of the arrival and departure times of commissioners at meetings, a more extensive description of public comment, and the misidentification of R.D. Lang in the minutes.

Commissioner Llorente amended his original motion to include the correct identification of R.D. Lang and the Commission Secretary reported an error in identifying Ms. Cathy Bremer as presenting a public comment relating to Brooks Hall. Commission President Higueras agreed that amended minutes and commissioner's arrival and departure times be noted in official minutes.

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

APPROVAL OF MINUTES of the Finance Committee meeting of February 19, 1998

MOTION: approval moved by Commissioner Agnos, seconded by Commissioner Llorente.

Public Comment: Mr. Peter Warfield requested more detailed reporting of public comment, noted that this February 19 meeting was the last Finance Committee meeting, and opposed approval of the minutes.

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

The Commission Secretary at the request of Commission President Higueras restated Commission policy on inclusion of details of public comment in its official minutes.

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APPROVAL OF MINUTES of the Planning and Policy Committee meeting of January 15, 1998

MOTION: Approval moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: no member of the public rose to speak

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

CITY LIBRARIAN'S REPORT: Regina Minudri

Ms. Minudri, the City Librarian spoke about her efforts to secure and improve conditions in Brooks Hall. She related that with the assistance of the Mayor's Office parking had been eliminated in Brooks Hall allowing the exhibition hall entrance to be closed. She observed that this has significantly improved the environment in Brooks Hall. The City Librarian reported an average daily temperature of 60 degrees in Brooks Hall has reduced risk of damage due to moisture created by the rainy weather during recent months and said that a moisture control survey would be undertaken. The City Librarian discussed developing a comprehensive plan for Library use of Brooks Hall to be presented to the Mayor for his consideration. Ms. Minudri promised a further report on Brooks Hall would be presented to the Commission next month.

The City Librarian discussed her March 7, 1998 meeting with the Mayor and Oceanview neighborhood activists. She informed the Commission that the Mayor supports construction of an entirely new branch library for the OMI Neighborhood and has designated his Assistant Brajah Norris to oversee the project. Ms. Minudri indicated that 345 Randall Avenue has been proposed as the site for the new branch library. The City Librarian suggested 2,500 sq. ft. as the size of the building desired and mentioned $250,000. available to hire a library consultant to do a professional evaluation of the proposed branch library's needs. Commissioner Steiman inquired about the staffing impact the new facility could create. The City Librarian responded that the current three member staff is expected meet all of the needs created by a new building. Ms. Minudri discussed the devoted group of Oceanview patrons dedicated to making a new branch facility a reality. Commission President Charles Higueras expressed a commitment to work closely with the community to create the best possible new branch library.

Commissioner Chin joined the meeting at 6:15PM

Public Comment: Mr. Ed Regan lauded improvements at the Oceanview Branch as long overdue, inquired about Street car access to the proposed new location, and suggested additional branch space could be created by building beneath the proposed structure. An anonymous member of the public cited a Mr. Norris who had been a longtime friend of the Oceanview Branch Library, assisting in getting it painted in the 1980s.

LIBRARIAN'S GUILD: Ms. Andrea Grimes of the Librarian's Guild introduced Mr. Andre Spearman, the new field representative for Local 790, SEIU. Mr. Spearman spoke of his previous work with Ms. Minudri in Berkeley and expressed his desire to work closely with the Commission in the future.

NEW BUSINESS

Commissioner Steiman requested a report on the status of online catalog improvements and the book reserve process. Commissioner Agnos requested an update on the 1998-99 Library Budget. Commissioner Llorente asked that additional suggestions for Library Policy be submitted for consideration. Commission President Charles Higueras inquired concerning information about the amounts in and available to the Library from the Fuhrman Bequest. Commissioner Chin thought that the Library might assist the San Francisco Unified School District in creating more diversity among authors included in its required reading lists. The City Librarian proposed making available to the district through the Commission the Library's book selection program "Lives of the Book" as a first step.

Public Comment: Mr. Peter Warfield spoke in support of reporting of Commissioner's requests of staff, information on details of the budget, Fuhrman Fund expenditures, online catalog improvements, Library Foundation support for online catalog improvements, and the budget item requesting $175,000 for emergency communications equipment. An anonymous member of the public described sources of information and expertise on management of the Fuhrman Bequest.

PUBLIC COMMENT

Mr. Ed Regan proposed that all branch hours be expanded and made uniform, that more staff be added to branches, and that the Librarian at any new Oceanview Branch be provided an office.

ADJOURNMENT: Upon a motion by Commissioner Llorente, seconded by Commissioner Steiman the meeting was adjourned.

ACTION: Approved 6-0 (Aye -Agnos, Chin, Higueras, Llorente Steiman, and Streets).

The meeting was adjourned at 6:38PM

Michael Housh, Library Commission Secretary 3/23/98

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SAN FRANCISCO PUBLIC LIBRARY
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, March 17, 1998

(Approved as amended April 7, 1998)

The Regular Meeting of the Library Commission was called to order at 5:42PM

The following members were noted present: Vice President Streets, Commissioners Agnos, Chin, Llorente, and Steiman. Commissioner Coulter was excused attendance and Commission Chin's arrival delayed due to school district business. President Higueras joined the meeting at 5:43PM

APPROVAL OF MINUTES of the regular meeting of March 3, 1998

MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: Mr. Peter Warfield spoke on the order of presentation of the discussion in the minutes and inclusion of Board of Supervisor's action dates on the supplemental appropriation request. An anonymous member of the public discussed a letter he had sent to the Commission President regarding inclusion in the minutes of any amendment, notice of the arrival and departure times of commissioners at meetings, a more extensive description of public comment, and the misidentification of R.D. Lang in the minutes.

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ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

APPROVAL OF MINUTES of the Finance Committee meeting of February 19, 1998

MOTION: approval moved by Commissioner Agnos, seconded by Commissioner Llorente.

Public Comment: Mr. Peter Warfield requested more detailed reporting of public comment, noted that this February 19 meeting was the last Finance Committee meeting, and opposed approval of the minutes.

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

The Commission Secretary at the request of Commission President Higueras restated Commission policy on inclusion of details of public comment in its official minutes.

APPROVAL OF MINUTES of the Planning and Policy Committee meeting of January 15, 1998

MOTION: Approval moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: no member of the public rose to speak

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

CITY LIBRARIAN'S REPORT: Regina Minudri

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SAN FRANCISCO PUBLIC LIBRARY

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DOCUMENTS DEPT.
MAR 27 1998
SAN FRANCISCO
PUBLIC LIBRARY

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NOTICE OF MEETING

ILLIE L. BROWN, JR.
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ARLES A. HIGUERAS, A.I.A.
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ting City Librarian

ICHAEL HOUSH
mmission Secretary

The San Francisco Public Library Commission will hold a special and regular meeting as follows:

DATE: **Tuesday, April 7, 1998**

TIME: **5:00 PM NOTE TIME CHANGE**

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order
AGENDA:

1. **CLOSED SESSION** **ACTION**

   Pursuant to Government Code Section 54957,
   PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   [City Librarian Regina Minudri]

2. **OPEN SESSION** **(open session will not resume prior to 5:45PM)**

   Report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session. **ACTION**

3. **APPROVAL OF THE MINUTES**

   Presentation of, discussion of, and possible action to approve the minutes of regular Commission meeting of March 17, 1998. **ACTION**

4. **CITY LIBRARIAN'S REPORT**
   a). Report by Marcia Schneider, Chief of Branches/Community Relations

   b). Report by Roberto Esteves, Acting Chief of the Main

5. **MISSION BRANCH RENOVATION**
   Report by the Department of Public Works

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SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

6. **BYLAW AMENDMENT** **ACTION**
Presentation of, discussion of, and possible action to delete Article VI, Section 1 of its Bylaws and related references to a Nominating Committee in other Bylaw sections, create limitations on participants in any nominating process, and establish the 1st Tuesday and 3rd Thursday of each month as the Commission's regular meeting times.

7. **LIBRARIANS' GUILD REPORT**

8. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

9. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

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3/23/98 - M.Housh,
Commission Secretary

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M. Housh 10/17/97

DRAFT

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ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Tuesday, March 17, 1998

The Regular Meeting of the Library Commission was called to order at 5:42PM

The following members were noted present: Vice President Streets, Commissioners Agnos, Chin, Llorente, and Steiman. Commissioner Coulter was excused attendance and Commission Chin's arrival delayed due to school district business. President Higueras joined the meeting at 5:43PM

APPROVAL OF MINUTES of the regular meeting of March 7, 1998

MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: Mr. Peter Warfield spoke on the order of presentation of the discussion in the minutes and inclusion of Board of Supervisor's action dates on the supplemental appropriation request. An anonymous member of the public discussed a letter he had sent to the Commission President regarding inclusion in the minutes of any amendment, notice of the arrival and departure times of commissioners at meetings, a more extensive description of public comment, and the misidentification of R.D. Lang in the minutes.

Commissioner Llorente amended his original motion to include the correct identification of R.D. Lang and the Commission Secretary reported an error in identifying Ms. Cathy Bremer as presenting a public comment relating to Brooks Hall. Commission President Higueras agreed that amended minutes and commissioner's arrival and departure times be noted in official minutes.

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

APPROVAL OF MINUTES of the Finance Committee meeting of February 19, 1998

MOTION: approval moved by Commissioner Agnos, seconded by Commissioner Llorente.

Public Comment: Mr. Peter Warfield requested more detailed reporting of public comment, noted that this February 19 meeting was the last Finance Committee meeting, and opposed approval of the minutes.

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

The Commission Secretary at the request of Commission President Higueras restated Commission policy on inclusion of details of public comment in its official minutes.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

APPROVAL OF MINUTES of the Planning and Policy Committee meeting of January 15, 1998

MOTION: Approval moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: no member of the public rose to speak

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

CITY LIBRARIAN'S REPORT: Regina Minudri

Ms. Minudri, the City Librarian spoke about her efforts to secure and improve conditions in Brooks Hall. She related that with the assistance of the Mayor's Office parking had been eliminated in Brooks Hall allowing the exhibition hall entrance to be closed. She observed that this has significantly improved the environment in Brooks Hall. The City Librarian reported an average daily temperature of 60 degrees in Brooks Hall has reduced risk of damage due to moisture created by the rainy weather during recent months and said that a moisture control survey would be undertaken. The City Librarian discussed developing a comprehensive plan for Library use of Brooks Hall to be presented to the Mayor for his consideration. Ms. Minudri promised a further report on Brooks Hall would be presented to the Commission next month.

The City Librarian discussed her March 7, 1998 meeting with the Mayor and Oceanview neighborhood activists. She informed the Commission that the Mayor supports construction of an entirely new branch library for the OMI Neighborhood and has designated his Assistant Brajah Norris to oversee the project. Ms. Minudri indicated that 345 Randall Avenue has been proposed as the site for the new branch library. The City Librarian suggested 2,500 sq. ft. as the size of the building desired and mentioned $250,000. available to hire a library consultant to do a professional evaluation of the proposed branch library's needs. Commissioner Steiman inquired about the staffing impact the new facility could create. The City Librarian responded that the current three member staff is expected meet all of the needs created by a new building. Ms. Minudri discussed the devoted group of Oceanview patrons dedicated to making a new branch facility a reality. Commission President Charles Higueras expressed a commitment to work closely with the community to create the best possible new branch library.

Commissioner Chin joined the meeting at 6:15PM

Public Comment: Mr. Ed Regan lauded improvements at the Oceanview Branch as long overdue, inquired about Street car access to the proposed new location, and suggested additional branch space could be created by building beneath the proposed structure. An anonymous member of the public cited a Mr. Norris who had been a longtime friend of the Oceanview Branch Library, assisting in getting it painted in the 1980s.

LIBRARIAN'S GUILD: Ms. Andrea Grimes of the Librarian's Guild introduced Mr. Andre Spearman, the new field representative for Local 790, SEIU. Mr. Spearman spoke of his previous work with Ms. Minudri in Berkeley and expressed his desire to work closely with the Commission in the future.

NEW BUSINESS

Commissioner Steiman requested a report on the status of online catalog improvements and the book reserve process. Commissioner Agnos requested an update on the 1998-99 Library Budget. Commissioner Llorente asked that additional suggestions for Library Policy be submitted for consideration. Commission President Charles Higueras inquired concerning information about the amounts in and available to the Library from the Fuhrman Bequest. Commissioner Chin thought that the Library might assist the San Francisco Unified School District in creating more diversity among authors included in its required reading lists. The City Librarian proposed making available to the district through the Commission the Library's book selection program "Lives of the Book" as a first step.

Public Comment: Mr. Peter Warfield spoke in support of reporting of Commissioner's requests of staff, information on details of the budget, Fuhrman Fund expenditures, online catalog improvements, Library Foundation support for online catalog improvements, and the budget item requesting $175,000 for emergency communications equipment. An anonymous member of the public described sources of information and expertise on management of the Fuhrman Bequest.

PUBLIC COMMENT

Mr. Ed Regan proposed that all branch hours be expanded and made uniform, that more staff be added to branches, and that the Librarian at any new Oceanview Branch be provided an office.

ADJOURNMENT: Upon a motion by Commissioner Llorente, seconded by Commissioner Stewiman the meeting was adjourned.

ACTION: Approved 6-0 (Aye -Agnos, Chin, Higueras, Llorente Steiman, and Streets).

The meeting was adjourned at 6:38PM

Michael Housh, Library Commission Secretary 3/23/98

Please note: These are draft minutes of the Commission's meeting subject to final approval buy the library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

DRAFT

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION BYLAWS

ARTICLE I - Identification

Section 1: Name

The San Francisco Library Commission.

Section 2: Office

The San Francisco Public Library system is comprised of the Main located in the Civic Center, San Francisco, CA 94102 and branch libraries located throughout the City and County of San Francisco.

Section 3: Compliance with applicable laws

The Commission shall comply with all applicable laws, including but not limited to the San Francisco Charter, the Ralph M. Brown Act, the Public Records Act, San Francisco's Sunshine Ordinance and the Political Reform Act of 1974.

ARTICLE II - Mission Statement

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

The Library Commission is part of the executive branch of the government of the City and County of San Francisco. Seven Library Commissioners are appointed by and serve at the pleasure of the Mayor.

Section 2: Term of Appointment

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term.

Section 3: Compensation

Commissioners shall serve without compensation.

Section 4: Oath of Public Office

Swearing to the Oath of Public Office constitutes the Commissioner's sworn responsibility to the public trust.

Section 5: Function

The Library Commission formulates, evaluates and approves goals, objectives, plans and programs and sets policies for the Library consistent with the overall objectives of the City and County; develops and keeps current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals; approves (after public hearing) Library budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors; recommends to the Mayor rates, fees and similar charges with respect to Library items; nominates qualified applicants for the position of City Librarian for appointment by the Mayor; monitors the performance of the City Librarian who serves at the pleasure of the Commission; investigates any aspect of governmental operations within the Library; exercises other powers and duties prescribed by the Board of Supervisors; and appoints an executive secretary who serves at the pleasure of the Commission to manage the affairs and operations of the Commission.

The Commission shall evaluate the performance of the City Librarian and the Secretary to the Library Commission at least once a year.

Section 6: Excused Absences

Prior notification of absence from Commission constitutes an excused absence. If a Commissioner misses more than four regularly scheduled, consecutive Library Commission meetings, whether the absence is excused for any reason other than illness or is unexcused, the Commission President shall notify the Commission and the Mayor of the Commissioner's lack of attendance.

ARTICLE IV - Officers

Section 1: Officers

The Officers of the Commission are a President and a Vice-president. The President and Vice-president shall serve at the pleasure of the Commission.

Section 2: Term of office

The term of each office is one year.

Section 3: General Duties and Responsibilities

The President shall preside at all meetings of the Commission. The Commission Secretary working with the President and the City Librarian prepares the agenda for all meetings. The President serves as ex-officio member of other department/agency Committees as requested.

At the end of the fiscal year the President along with the City Librarian shall submit a written annual report to the members summarizing the activities and accomplishments of the Commission during the term of office and file such report with the Mayor and the Clerk of the Board of Supervisors.

In the absence of the President, the Vice-president shall act. The Vice-president shall perform such duties of the President as may be delegated by the President.

ARTICLE V - Commission Staff

Section 1: City Librarian

The City Librarian shall have the duties and powers which are set forth in the Charter and Ordinances of the City and County of San Francisco. As the Executive Director of the department, the City Librarian or a designee shall attend all meetings of the Commission and is also required to report to the Commission on all matters which concern the operation of the department and which may call for its attention.

The Commission shall deal with administrative matters solely through the City Librarian or his or her designees, and any

dictation, suggestion or interference herein prohibited on the part of any member of the Commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the Commission's powers of hearing and inquiry as provided in the Charter.

Section 2: Commission Secretary

The Secretary or designee shall attend all meetings of the Commission and any Ad-Hoc Committee and is responsible for the proper recording and distribution of all Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate.

The Secretary shall also serve as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of this document, or other regulations which may apply to how the Commission conducts business.

ARTICLE VI - Committees

Section 1: Ad-Hoc Committee

The Commission at its discretion may establish an Ad-Hoc Committee to address issues within the Commission's jurisdiction. **An Ad-Hoc Committee established to nominate commission officers may not consider one of its own members for nomination.**

Section 2: Committee Quorum

A majority of the members of a Committee is a quorum. A Committee may act through the majority of the quorum.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members (i.e., four votes) shall be required for the approval of any matter.

Section 2: Public Input

The Commission shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three minutes. Each agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except, at the presiding officer's discretion, Public Comment can be heard earlier in the agenda when a member of the public wants to speak but is unable to attend the entire meeting.

When it appears that an item may elicit considerable public comment, the presiding officer may, at his sole discretion, ask those to desire to speak to sign up on a sheet, provided by the Commission Secretary. Speakers will be called for comment in the order in which they signed the sheet. Members of the public, who do not elect to sign or do not wish to give their name, may give comment after those who did sign have had an opportunity to comment.

Except for the actions taken at lawful closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statues and ordinances of the Board of Supervisors.

Section 3: Meeting Minutes

Minutes shall be taken at every Commission meeting. The minutes shall state, at minimum, the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those members of the public who spoke on each matter (if the speakers identified themselves), whether such speakers supported or opposed the matter and the time the meeting was adjourned. Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.

Section 4: Regular Meetings

Regular meetings of the Library Commission shall be held on the first Tuesday of each month and on the third Thursday of each month in the Koret Auditorium of the Main Library at 5:30 p.m. The Regular Meetings and/or Special Meetings may be held at other locations or at other times subject to the provision of appropriate notice.

Section 5: Closed Sessions

The Commission is authorized to hold closed (non-public) meetings for limited purposes, such as the discussion of: matters posing a threat to the security of Library buildings or a threat to the public's right of access to Library buildings or services; consideration of the appointment, employment, evaluation of performance or dismissal of department head or Commission secretary or pending litigation. Upon consultation with the City Attorney, and determination that a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6: Special Meetings

The President of the Commission may call special meetings to address specific matters.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the President, the City Librarian and the Commission

Secretary. The Commission Secretary shall work with the Commission President to develop the agenda. The agenda shall consist of items requested by the President, the City Librarian or the Commission.

ARTICLE IX - Voting

Section 1: Voting and Abstention

Each member present at a Commission meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case by case basis, in consultation with the City Attorney

Section 2: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedures

At the discretion of the Commission President, except where the Charter or other rules provide required procedure, meetings shall be governed by the most recent edition of Robert's Rules of Order. (1990 9th ed., Scott, Foresman *Robert's Rules of Order Newly Revised* - as of 3/24/97.)

ARTICLE XI - Bylaws Amendments

These bylaws may be amended at any meeting of the Library Commission by a majority vote of those present, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting.

APPROVED AS TO FORM:

LOUISE H. RENNE
CITY ATTORNEY

by______________________
Sandra K. Schaefer

Deputy City Attorney

Amended 04/02/96
Correction 08/06/96
Amended 11/05/96
Amended 12/02/96
Amended 3/24/97
Amended 5/6/97
Amended
Submitted for approval 3/4/98

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

76
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San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Tuesday, April 7, 1998

The San Francisco Public Library Commission held its regular meeting on Tuesday, April 7, 1998 in the Koret Auditorium, Main Library.

LLIE L. BROWN, JR.
yor

ARLES A. HIGUERAS, A.I.A.
sident

AN A. STREETS
e President

ERRY AGNOS
NNIE K. CHIN
EVEN A. COULTER
NEST H. LLORENTE
ROL STEIMAN
mmissioners

GINA MINUDRI
ing City Librarian

CHAEL HOUSH
mmission Secretary

The meeting was called to order at 5:10 PM by President Charles A. Higueras.
Commissioners Steiman and Streets were noted excused attendance.
The following members were noted present: President Higueras and Commissioners Agnos, Coulter, and Llorente.

The Commission President announced that the Commission would meet in closed session as provided by Government Code Section 54957 for the purpose of employee evaluation of the job performance of Ms. Minudri, the City Librarian.

The Commission went into closed session at 5:11 PM

Commission Chin joined the meeting during the closed session

The Commission reconvened in open session at 6:10 PM

The Commissioner Coulter reported that an employee evaluation of the job performance of the City Librarian was the only action taken during the closed session.

MOTION: Commissioner Coulter, seconded by Commissioner Chin moved to report no information concerning any matters discussed during the closed session.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Llorente)

APPROVAL OF MINUTES of the regular meeting of March 17, 1998

MOTION: approval moved by Commissioner Chin, seconded by Commissioner Llorente.

Public Comment: Mr. Ed Regan asked that his reported remarks include mention of a second floor for the new Oceanview Branch. An anonymous member of the public discussed the important legal role official minutes play through their promotion of accountability and thus democracy. Mr. Peter Warfield requested that his reported remarks be amended to distinguish expression of support from requests for information.

The suggested clarifications were accepted by the Commission without objection.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Llorente)

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri reported on her continuing meetings with Oceanview neighborhood residents and Mr. Norris of the Mayor's Office on improved library services for the neighborhood. She indicated that the Mayor intends construction of an entirely new $2.5 million branch library at 345 Randall Avenue. The City Librarian estimated the proposed branch facility will be 4.500 to 5,000 sq. ft. in size on a single level, 3 to 4 times the current branch size. She proposed to bring a regular monthly report of progress on this proposal to the Commissioners.

Ms. Minudri mentioned that a departmental budget review would be held on April 24, 1998. The City Librarian noted that Technical Services had processed 12,000 reference materials that were not on-line during July-December 1997. She informed the Commissioners that she would provide a report on the Fuhrman Fund as requested by Commissioner Streets at the next meeting. She also called attention to the significant recognition the Library had received by being selected as a host site/training center for Library of Congress NACO program. The Library's excellent authority records will be used nationally. The City Librarian commended the hard work and skill of Gregory McKean in Technical Services for gaining this recognition. Ms. Minudri reported that an evaluation of the book conveyer system resulted in findings that a possible 18 of 48 damaged materials could have been damaged by the system. She pointed out that Library engineers have taken steps to correct deficiencies in its operation. Ms. Minudri commented on the great success of the "Shades of San Francisco" project, reporting 60 participants brought photos to the Western Addition Branch. The City Librarian expressed hope that this project could be continued and expanded to other branches, should sufficient funds be raised.

Marcia Schneider, Acting Chief of Branches/Community Relations described the 3rd Quarter circulation statistics, mentioning a slight 2.36% decrease in branch use, but a 2.06% increase at the Main resulting in a overall 1% decrease. She attributed much of this to impact of the Mission Branch rehabilitation/relocation. Ms. Schneider also discussed the Library's observance of National Library Week beginning April 25th. The Chief of Branches/Community Affairs reported on a number of exciting and interesting special exhibitions and programs to be held during the next month at the Main and various branch libraries. Ms. Schneider then presented a video clip of a BayTV report on the "Shades of San Francisco" program at the Western Addition Branch.

Acting Chief of the Main, Roberto Esteves again highlighted high patron volume experienced at the Main Library during the past month. He reported that 36 events with more that 1265 in attendance had kept the Main very busy. The reported daily patronage averaged 6200 per day. Mr. Esteves announced completion of the 1st in library use survey and proposed to provide a report of its results at a future commission meeting. The Acting Chief of the Main thanks the volunteers who had made possible an extension of viewing hours on the 6th Floor for the very popular Varian Fry exhibition.

Public Comment: An anonymous member of the public expressed concern at the lack of description of specific items in the City Librarian's Report listed in the agenda and read from a Seattle Times article that in part discussed the new Main.

MISSION BRANCH RENOVATION REPORT
At the request of the Department of Public Works this report was deferred to the next meeting of the Commission.

BYLAW REVISION

Commission President Higueras introduced a discussion of a proposed Bylaw revision deleting Article VI, Section 1 of its Bylaws and related references to a Nominating Committee in other Bylaw sections, creating limitations on participants in any nominating process, and establish the 1st Tuesday and 3rd Thursday of each month as the Commission's regular meeting times. Commission President Higueras emphasized his concerns that all of the proposed changes were clearly understood. The Commissioner Secretary and Deputy City Attorney Sandy Schaefer outlined the proposed changes and the process whereby these bylaw revisions had been presented to the Commission, emphasizing the proper noticing of all of the proposed changes. The Deputy City attorney proposed attachment of a marked copy of the amended bylaws to the meeting minutes (copy attached) to highlight these changes. Commissioners Llorente and Chin discussed the need for and their support for approval of these changes.

MOTION: Commissioner Llorente, Seconded by Commissioner Chin moved adoption of the revised Bylaws.

Public Comment: Mr. Peter Warfield discussed the several revisions made to the Commission Bylaws during the past two years, the need for a clear report of these changes, and noted the brief separation between the meeting date and the next scheduled Commission meeting date as set in the proposed bylaw revision.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Llorente)

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Agnos requested a report on the status of the Library's response to last year's audit recommendations. Commissioner Llorente asked that attention in the report be given to matters no longer at issue as well as the resolved and pending issues. Commissioner Higueras asked for a City Attorney report on the new Main Litigation settlement. In response to inquiries the City Librarian proposed a demonstration of online systems at an upcoming Commission meeting. Commissioner Chin asked for presentations to the Commission by Library Affinity groups on their activities.

Public Comment: Mr. Ed Regan inquired regarding the process for setting Commission meeting agendas.

PUBLIC COMMENT

An anonymous member of the public called attention to and quoted from the Board of Supervisor's proclamation of April 1998 as Parliamentary Law Month, noting the importance of parliamentary rules of procedure and General Robert's Anniversary.

ADJOURNMENT: Upon a motion by Commissioner Coulter, seconded by Commissioner Chin the meeting was adjourned.

ACTION: Approved 5-0 (Aye -Agnos, Chin, Higueras, Steiman, and Llorente).

The meeting was adjourned at 7:22PM

Michael Housh, Library Commission Secretary 4/10/98

Please note: These are draft minutes subject to final approval by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION BYLAWS

ARTICLE I - Identification

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Section 2: Office

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The Commission shall comply with all applicable laws, including but not limited to the San Francisco Charter, the Ralph M. Brown Act, the Public Records Act, San Francisco's Sunshine Ordinance and the Political Reform Act of 1974.

ARTICLE II - Mission Statement

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

The Library Commission is part of the executive branch of the government of the City and County of San Francisco. Seven Library Commissioners are appointed by and serve at the pleasure of the Mayor.

Section 2: Term of Appointment

Draft Document 4/9/98
Draft Document compiling (for clarity) all noticed changes from 1/22/98 to 4/7/98 when all changes were approved by the Commission.

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term.

Section 3: Compensation

Commissioners shall serve without compensation.

Section 4: Oath of Public Office

Swearing to the Oath of Public Office constitutes the Commissioner's sworn responsibility to the public trust.

Section 5: Function

The Library Commission formulates, evaluates and approves goals, objectives, plans and programs and sets policies for the Library consistent with the overall objectives of the City and County; develops and keeps current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals; approves (after public hearing) Library budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors; recommends to the Mayor rates, fees and similar charges with respect to Library items; nominates qualified applicants for the position of City Librarian for appointment by the Mayor; monitors the performance of the City Librarian who serves at the pleasure of the Commission; investigates any aspect of governmental operations within the Library; exercises other powers and duties prescribed by the Board of Supervisors; and appoints an executive secretary who serves at the pleasure of the Commission to manage the affairs and operations of the Commission.

The Commission shall evaluate the performance of the City Librarian and the Secretary to the Library Commission at least once a year.

Section 6: Excused Absences

Prior notification of absence from Commission constitutes an excused absence. If a Commissioner misses more than four regularly scheduled, consecutive Library Commission meetings, whether the absence is excused for any reason other than illness

or is unexcused, the Commission President shall notify the Commission and the Mayor of the Commissioner's lack of attendance.

ARTICLE IV - Officers

Section 1: Officers

The Officers of the Commission are a President and a Vice-president. The President and Vice-president shall serve at the pleasure of the Commission.

Section 2: Term of office

The term of each office is one year.

Section 3: General Duties and Responsibilities

The President shall preside at all meetings of the Commission. The Commission Secretary working with the President and the City Librarian prepares the agenda for all meetings. The President serves as ex-officio member of other department/agency Committees as requested.

At the end of the fiscal year the President along with the City Librarian shall submit a written annual report to the members summarizing the activities and accomplishments of the Commission during the term of office and file such report with the Mayor and the Clerk of the Board of Supervisors.

In the absence of the President, the Vice-president shall act. The Vice-president shall perform such duties of the President as may be delegated by the President.

ARTICLE V - Commission Staff

Section 1: City Librarian

The City Librarian shall have the duties and powers which are set forth in the Charter and Ordinances of the City and County of San Francisco. As the Executive Director of the department, the City Librarian or a designee shall attend all

meetings of the Commission and is also required to report to the Commission on all matters which concern the operation of the department and which may call for its attention.

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Section 2: Commission Secretary

The Secretary or designee shall attend all meetings of the Commission and any Ad-Hoc~~the Nominating~~ Committee and is responsible for the proper recording and distribution of all Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate.

The Secretary shall also serve as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of this document, or other regulations which may apply to how the Commission conducts business.

ARTICLE VI - Committees

Section 1: ~~Nominating Committee~~

~~The function of the Committee is to submit nominations for the ensuing year's President and Vice president. Each Commissioner must state publicly at the December meeting of the Commission his/her willingness to run for office. From those Commissioners who stated they would not run for office, the President shall choose three Commissioners to constitute the Nominating Committee. The Nominating Committee members shall~~

~~each file written notice with the Commission Secretary not less than ten days before the Nominating Committee meets of their decision not to run for office.~~

~~In a public meeting, the Nominating Committee shall decide who will be its nominees. The Nominating Committee shall present its recommendations at the January meeting. Additional nominations will be accepted from the Commission and/or the floor during the January meeting.~~

~~If an officer leaves the Commission before the end of his/her term, the remaining officer will convene a meeting of the Nominating Committee which will present its recommendations at the regular Commission meeting following the Nominating Committee's meeting. Additional nominations will be accepted from the Commission and/or the floor during the meeting in which the recommendations are made.~~

~~Section 2:~~ Ad-Hoc Committee

The Commission at its discretion may establish an Ad-Hoc Committee to address issues within the Commission's jurisdiction. An Ad-Hoc Committee established to nominate commission officers may not consider one of its own members for nomination.

Section ~~3~~2: Committee Quorum

A majority of the members of a Committee is a quorum. A Committee may act through the majority of the quorum.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members (i.e., four votes) shall be required for the approval of any matter.

Section 2: Public Input

The Commission shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three minutes. Each agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except, at the presiding officer's discretion, Public Comment can be heard earlier in the agenda when a member of the public wants to speak but is unable to attend the entire meeting.

When it appears that an item may elicit considerable public comment, the presiding officer may, at his sole discretion, ask those to desire to speak to sign up on a sheet, provided by the Commission Secretary. Speakers will be called for comment in the order in which they signed the sheet. Members of the public, who do not elect to sign or do not wish to give their name, may give comment after those who did sign have had an opportunity to comment.

Except for the actions taken at lawful closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statues and ordinances of the Board of Supervisors.

Section 3: Meeting Minutes

Minutes shall be taken at every Commission meeting. The minutes shall state, at minimum, the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those members of the public who spoke on each matter (if the speakers identified themselves), whether such speakers supported or opposed the matter and the time the meeting was adjourned. Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.

Section 4: Regular Meetings

Regular meetings of the Library Commission shall be held on the first ~~and third~~ Tuesday~~s~~ of each month and on the third Thursday of each month in the Koret Auditorium of the Main Library at 5:30 p.m. The Regular Meeting and/or Special Meetings may be held at other locations or at other times subject to the provision of appropriate notice.

Section 5: Closed Sessions

The Commission is authorized to hold closed (non-public) meetings for limited purposes, such as the discussion of: matters posing a threat to the security of Library buildings or a threat to the public's right of access to Library buildings or services; consideration of the appointment, employment, evaluation of performance or dismissal of department head or Commission secretary or pending litigation. Upon consultation with the City Attorney, and determination that a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6: Special Meetings

The President of the Commission may call special meetings to address specific matters.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the President, the City Librarian and the Commission Secretary. The Commission Secretary shall work with the Commission President to develop the agenda. The agenda shall consist of items requested by the President, the City Librarian or the Commission.

ARTICLE IX - Voting

Section 1: Voting and Abstention

Each member present at a Commission meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless

the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case by case basis, in consultation with the City Attorney

Section 2: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedures

At the discretion of the Commission President, except where the Charter or other rules provide required procedure, meetings shall be governed by the most recent edition of Robert's Rules of Order. (1990 9th ed., Scott, Foresman *Robert's Rules of Order Newly Revised* - as of 3/24/97.)

ARTICLE XI - Bylaws Amendments

These bylaws may be amended at any meeting of the Library Commission by a majority vote of those present, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting.

APPROVED AS TO FORM:

LOUISE H. RENNE
CITY ATTORNEY

by______________________
Sandra K. Schaefer
Deputy City Attorney

Amended 04/02/96
Correction 08/06/96
Amended 11/05/96
Amended 12/02/96
Amended 3/24/97
Amended 5/6/97
Amended

Draft Document compiling (for clarity) all noticed changes from 1/22/98 to 4/7/98 when all changes were approved by the Commission.

~~Submitted for approval 1/22/98~~

Draft Document compiling (for clarity) all noticed changes from 1/22/98 to 4/7/98 when all changes were approved by the Commission.

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

L. Brown, Jr.

A. Higueras, A.I.A.
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K. Chin
A. Coulter
H. Llorente
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Minudri
City Librarian

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, April 7, 1998

(Approved as amended April 21, 1998)

The San Francisco Public Library Commission held its regular meeting on Tuesday, April 7, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:10 PM by President Charles A. Higueras. Commissioners Steiman and Streets were noted excused attendance.
The following members were noted present: President Higueras and Commissioners Agnos, Coulter, and Llorente.

The Commission President announced that the Commission would meet in closed session as provided by Government Code Section 54957 for the purpose of employee evaluation of the job performance of Ms. Minudri, the City Librarian.

The Commission went into closed session at 5:11 PM

Commission Chin joined the meeting during the closed session

The Commission reconvened in open session at 6:10 PM

The Commissioner Coulter reported that an employee evaluation of the job performance of the City Librarian was the only action taken during the closed session.

MOTION: Commissioner Coulter, seconded by Commissioner Chin moved to report no information concerning any matters discussed during the closed session.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Llorente)

APPROVAL OF MINUTES of the regular meeting of March 17, 1998

MOTION: approval moved by Commissioner Chin, seconded by Commissioner Llorente.

Public Comment: Mr. Ed Regan asked that his reported remarks include mention of a second floor for the new Oceanview Branch. An anonymous member of the public discussed the important legal role official minutes play through their promotion of accountability and thus democracy and concerning a broadcast video report on Brooks Hall he wished to present as public comment. Mr. Peter Warfield requested that his reported remarks be amended to distinguish expression of support from requests for information.

The suggested clarifications were accepted by the Commission without objection.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Llorente)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri reported on her continuing meetings with Oceanview neighborhood residents and Mr. Norris of the Mayor's Office on improved library services for the neighborhood. She indicated that the Mayor intends construction of an entirely new $2.5 million branch library at 345 Randall Avenue. The City Librarian estimated the proposed branch facility will be 4.500 to 5,000 sq. ft. in size on a single level, 3 to 4 times the current branch size. She proposed to bring a regular monthly report of progress on this proposal to the Commissioners.

Ms. Minudri mentioned that a departmental budget review would be held on April 24, 1998. The City Librarian noted that Technical Services had processed 12,000 reference materials that were not on-line during July-December 1997. She informed the Commissioners that she would provide a report on the Fuhrman Fund as requested by Commissioner Streets at the next meeting. She also called attention to the significant recognition the Library had received by being selected as a host site/training center for Library of Congress Name Authority Co-Operative project (NACO) program. The Library's excellent authority records will be used nationally. The City Librarian commended the hard work and skill of Gregory McKean in Technical Services for gaining this recognition. Ms. Minudri reported that a 10 day evaluation of the book conveyer system resulted in findings that a possible 18 of 48 damaged materials could have been damaged by the system. She pointed out that Library engineers have taken steps to correct deficiencies in its operation. Ms. Minudri commented on the great success of the "Shades of San Francisco" project, reporting 60 participants brought photos to the Western Addition Branch. The City Librarian expressed hope that this project could be continued and expanded to other branches, should sufficient funds be raised.

Marcia Schneider, Acting Chief of Branches/Community Relations described the 3rd Quarter circulation statistics, mentioning a slight 2.36% decrease in branch use, but a 2.06% increase at the Main resulting in a overall 1% decrease. She attributed much of this to impact of the Mission Branch rehabilitation/relocation. Ms. Schneider also discussed the Library's observance of National Library Week beginning April 25th. The Chief of Branches/Community Affairs reported on a number of exciting and interesting special exhibitions and programs to be held during the next month at the Main and various branch libraries. Ms. Schneider then presented a video clip of a BayTV report on the "Shades of San Francisco" program at the Western Addition Branch.

Acting Chief of the Main, Roberto Esteves again highlighted high patron volume experienced at the Main Library during the past month. He reported that 36 events with more that 1265 in attendance had kept the Main very busy. The reported daily patronage averaged 6200 per day. Mr. Esteves announced completion of the 1st in library use survey and proposed to provide a report of its results at a future commission meeting. The Acting Chief of the Main thanks the volunteers who had made possible an extension of viewing hours on the 6th Floor for the very popular Varian Fry exhibition.

Public Comment: An anonymous member of the public expressed concern at the lack of description of specific items in the City Librarian's Report listed in the agenda and read from a Seattle Times article that in part discussed the new Main.

MISSION BRANCH RENOVATION REPORT
At the request of the Department of Public Works this report was deferred to the next meeting of the Commission.

BYLAW REVISION

Commission President Higueras introduced a discussion of a proposed Bylaw revision deleting Article VI, Section 1 of its Bylaws and related references to a Nominating Committee in other Bylaw sections, creating limitations on participants in any nominating process, and establish the 1st Tuesday and 3rd Thursday of each month as the Commission's regular meeting times. Commission President Higueras emphasized his concerns that all of the proposed changes were clearly understood. The Commissioner Secretary and Deputy City Attorney Sandy Schaefer outlined the proposed changes and the process whereby these bylaw revisions had been presented to the Commission, emphasizing the proper noticing of all of the proposed changes. The Deputy City attorney proposed attachment of a marked copy of the amended bylaws to the meeting minutes (copy attached) to highlight these changes. Commissioners Llorente and Chin discussed the need for and their support for approval of these changes.

MOTION: Commissioner Llorente, Seconded by Commissioner Chin moved adoption of the revised Bylaws.

Public Comment: Mr. Peter Warfield discussed the several revisions made to the Commission Bylaws during the past two years, the need for a clear report of these changes, and noted the brief separation between the meeting date and the next scheduled Commission meeting date as set in the proposed bylaw revision.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Llorente)

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Agnos requested a report on the status of the Library's response to last year's audit recommendations. The City Librarian proposed reporting to the Commission at its 1st meeting in May. Commissioner Llorente asked that attention in the report be given to matters no longer at issue as well as the resolved and pending issues. Commissioner Higueras asked for a City Attorney report on the new Main Litigation settlement. In response to inquiries the City Librarian proposed a demonstration of online systems at an upcoming Commission meeting. Commissioner Chin asked for presentations to the Commission by Library Affinity groups on their activities.

Public Comment: Mr. Ed Regan inquired regarding the process for setting Commission meeting agendas.

PUBLIC COMMENT

An anonymous member of the public called attention to and quoted from the Board of Supervisor's proclamation of April 1998 as Parliamentary Law Month, noting the importance of parliamentary rules of procedure and General Robert's Anniversary.

ADJOURNMENT: Upon a motion by Commissioner Coulter, seconded by Commissioner Chin the meeting was adjourned.

ACTION: Approved 5-0 (Aye -Agnos, Chin, Higueras, Steiman, and Llorente).

The meeting was adjourned at 7:22PM

Michael Housh, Library Commission Secretary 4/21/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF CANCELED MEETING

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1st Posted 4/10/98

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PUBLIC LIBRARY

NOTICE IS HEREBY GIVEN that the meeting of the *San Francisco Public Library Commission* scheduled for

Thursday, April 16, 1998, at 5:30 PM

at the Main Library, Civic Center, has been canceled.

Michael Housh
Secretary, Library Commission

POSTED: April 10, 1998

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

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San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

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NOTICE OF MEETING

The special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: **Tuesday, April 21, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

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The meeting will be called to order
AGENDA:

1. **APPROVAL OF THE MINUTES**

   Presentation of, discussion of, and possible action to approve the minutes of regular Commission meeting of April 7, 1998. **ACTION**

2. **REQUEST FOR PROPOSALS-POST OCCUPANCY EVALUATION** **ACTION**

   Presentation of, discussion of, and possible action to approve a Request for Proposals (RFP) to conduct the Post Occupancy Evaluation (POE).

3. **CITY LIBRARIAN'S REPORT**

4. **MISSION BRANCH RENOVATION**
   Report by the Department of Public Works

5. **CITY ATTORNEY REPORT**
   a). Report on settlement of litigation regarding the New Main Library.
   b). Discussion of Commissions role under the revised City Charter.

6. **LIBRARIANS' GUILD REPORT**

7. **NEW BUSINESS**
   (This item is to allow Commissioners to introduce new agenda items for consideration.)

8. **PUBLIC COMMENT**
   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **ADJOURNMENT** (requires motion and public comment) **ACTION**

4/9/98 - M.Housh, Commission Secretary

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

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San Francisco Public Library
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, April 21, 1998

The San Francisco Public Library Commission held its regular meeting on Tuesday, April 21, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:46 PM by President Charles A. Higueras. Commissioners Agnos and Chin were noted excused attendance.
The following members were noted present: President Higueras and Commissioners Coulter, Llorente, Steiman and Streets.

APPROVAL OF MINUTES of the regular meeting of April 7, 1998

Commissioner Steiman requested the full name of the Library of Congress National Authority Control program (NACO) be fully presented in the minutes and that the evaluation of the book conveyors system described in the City Librarian's Report mention that it was a 10 day evaluation. She also asked that specific mention be included under new business that the City Librarian would report at the first or second meeting of the Commission in May on the status of last year's audit recommendations.

MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: An anonymous member of the public discussed presentations made to the commission by staff and others using video and other types of presentations and expressed a desire to have access to the library video projection system to make a presentation of a broadcast video to the Commission as part of his public comments. Mr. Peter Warfield inquired about corrected minutes, suggested that approved minutes with any corrections be included in Library Commission materials mailed out, and he also favored making available library technical resources to the members of the public to make or participate in presentations to the Commission as public comment.

ACTION: APPROVED Aye 5-0 (Coulter, Higueras, Llorente, Steiman, and Streets)

REQUEST FOR PROPOSALS POST-OCCUPANCY EVALUATION
Commission President Higueras discussed the current state of development of the draft Request for proposals. The Commission President mentioned that proposed text for the RFP was being reviewed by the City Attorney. He also presented a proposed schedule (copy attached) which would lead to selection of a firm to conduct the Post Occupancy Evaluation (POE) at the September meeting of the Commission. Commissioner Streets commented on the proposed pre-bid conference to be held on June 15, 1998. Commissioner Llorente asked about E-mail comments on Dr. Cranz's second draft Request for Proposals (RFP) submitted by Mr. Bill Hale. As a revised draft of this language was unavailable, discussion of these issues was deferred to a future meeting.

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

Public Comment: Mr. Ed Regan asked that the public be informed concerning meetings held in the bid process for the Request for Proposals (RFP) for the Post-Occupancy Evaluation(POE).

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian responding to a request by Commissioner Streets presented a report on expenditures related to the Fuhrman Bequest. Ms. Minudri noted that the Library will seek to spend approx. $350,000 in Fuhrman Trust funds for appropriate library materials. She also reported on additional public funds spent during the past nine months on Fuhrman related materials as $89,000 at the Main Library for Fuhrman related periodicals and $80,000 on Fuhrman related monographs. The City Librarian also described public expenditures of $27,000 for Fuhrman related periodicals in branches, $32,000 in Fuhrman related materials for the Government Information Center, and $5,000 for Fuhrman related children's monographs totaling $233,000 in addition to the Fuhrman Trust expenditures. Ms. Minudri reported experiencing some difficulty in extracting the best estimates of Fuhrman and Fuhrman related expenditures due to the ways materials purchases are organized. The City Librarian proposed to write to the City Treasurer in her continuing effort to clarify the exact details of what moneys are available to the Library through the Fuhrman Trust. Commissioner Streets discussed the Commission's wish that it have as much information as possible regarding available Fuhrman funds and Commissioners rights and responsibilities as the fund's trustees. The City Librarian reported that the fine amnesty had been proceeding smoothly. It was noted that the oldest book returned had been 21 years overdue, (Tales of Edgar Allen Poe). Ms. Minudri reported amicable initial round discussions concerning a possible merger between the Library Foundation and Friends of the Public Library. As possible name for the new group the Friends and Foundation of the San Francisco Public Library has been suggested. The City Librarian announced appointment of a 17 member staff fundraising task force with a six month timeline to propose a strategic plan addressing the entire range of fundraising issues. Ms. Minudri called attention to a departmental budget review with the Mayor's Budget staff to be held on April 27, 1998 and promised a further report on the annual budget process at a May Commission meeting. The City Librarian spoke about current developments regarding the proposed new Oceanview Branch Library. She reported that neighborhood views had been gathered at a recent meeting and strongly emphasized that the Library will include residents in planning the new facility. The City Librarian described a 4,300 sq. ft. structure and raised various issues, including high preliminary project costs, involved in creating the new building. She announced that she would be seeking an outside cost estimator to review the project and find ways to trim costs. Ms. Minudri informed the Commissioners that Ms. Maria Ayerdri would replace Ms. Marianne Conarroe as the Mayor's Liaison to the Library.

There was discussion of additional details of the Mayor's proposed opening timeline of October 29, 1999 to open a new Oceanview Branch and design information.

Public Comment: Mr. Ed Regan requested division of the report on annual library book expenditures according to fiction, nonfiction, and encyclopedias. An anonymous member of the public requested that a specific agenda item on the Fuhrman Fund be on calendar at a future meeting and discussed a view of how Fuhrman Fund moneys have been spent.

MISSION BRANCH RENOVATION

A report was presented by Mr. Roger Wong of the Department of Public Works on the progress during this month of renovation of the Mission Branch Library,(copy attached). Mr. Wong informed the commissioners that the work was proceeding without significant delay or major budget increases. In response to questions from Commissioners, he described the details of the "caisson" work required due to significant surface water problems which raised the water table on the site. No additional measures were anticipated to address this issue. Commission Streets reminded Mr. Wong that the Commissioners had requested that a statement confirming of the library representative's approval of every change order be included in his monthly report. Mr. Wong agreed to include this information in all future reports. Commission President Higueras inquired about the breakdown of costs of change orders listed in the report and asked that a total of all approved change orders be included in future reports.

CITY ATTORNEY'S REPORT

Deputy City Attorney David Norman gave a report on the terms of the settlement of litigation concerning the new Main Library in the matters of Aderhollt Specialty Co. Inc. vs. North Bay Drywall, Inc., Huber, Hunt & Nichols, City & County of San Francisco et al. - Case #980-736 filed in San Francisco Superior Court; And: anticipated litigation: as defendant, cross defendant and/or cross complainant in Huber, Hunt, & Nichols vs. Pei, Cobb, Fried & Partners, Simon Martin-Vegue, Winkelstein & Moris in San Francisco Superior Court Case # 987-736. Mr. Norman informed the Commissioners of a settlement amount of $1.7 million awarded to the library in resolution of this matter. Mr. Norman reported that the outstanding issues remaining following the Commission's tentative approval of the settlement in January, a confidentiality clause and distribution of accumulated interest, have been favorably resolved. He further informed them that this settlement did not preclude future action to recover damages resulting from undiscovered or latent defects and suggested that the settlement largely protected the city and the library from future legal claims by other parties involving these issues. The Deputy City Attorney provided a legal overview of the issues, the points in law which supported the library's claims, and discussed the exhaustive year and one half efforts including resolving nearly $9 million in subcontractor claims. Mr. Norman called attention to a two day mediation effort among the parties resulted in a fair and equitable settlement.

Mr. Norman responded to a question from Commissioner Steiman affirming the Library's legal rights to pursue latent defects. The Commissioners discussed the potential impact of this settlement on problems that may be revealed in the course of the post-occupancy evaluation. Mr. Norman reported that the Library will net $1.7 million, an unusual situation in legal controversies of this kind.

Public comment: Mr. Peter Warfield spoke concerning the impact of the settlement on any problems that might come to light through the post-occupancy evaluation (POE) and if design issues were a part of the city's claim. An anonymous member of the public called attention to the Deputy City Attorney's description of his report as being "late" and discussed the legal rarity that a party involved in this sort of legal dispute being a net beneficiary of any mediated settlement.

Deputy City Attorney Burk Delventhal made a presentation to the Commission on the role, duties, rights , and responsibilities of commissioner under the new City Charter adopted in 1996. Mr. Delventhal described the role of commissions under the 1932 City Charter and what changes were brought about as a result of the charter reforms. He outlined the various views of commissions' role and relationships debated during the process of reworking the City Charter. He highlighted the 1996 City Charter's Section 4.102 describing commissions as policy bodies, subordinate only to action by the Board of Supervisors and the Mayor, in determining departmental policies. He pointed out the Board of Supervisors and the Mayor now have more direct authority over department. Department heads are more formally under the authority of the Mayor. Mr. Delventhal mention that the new City Charter reserves the right of removal of department head to the Commissions. The Deputy City Attorney described the budgetary role and changes in the authority of commissions and the mayor. Mr. Deventhal spoke further about what was meant by commissions functioning as policy bodies. The Deputy City attorney responded to an inquiry from Commissioners Steiman and Streets with further detail concerning the Commission's budgetary authority.

Public comment: An anonymous member of the public raised a question concerning the rights of the Board of Supervisors to inquire or investigate the affairs of city departments and regarding the Charter's requirement to produce and annual report. Mr. Ed Regan asked that the Commission publish its policies. Mr. Peter Warfield mentioned past inquiries about an annual report and about any penalties for violations of Charter provisions.

Mr. Delventhal reported that the Board of Supervisors has always had the authority to investigate any aspect of city government

The City Librarian introduced Ms. Adine Varah of the City Attorney's Office as replacing Deputy Sandy Schaefer in assisting the Commission

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Steiman requested that the Commission receive and act on the Strategic Plan proposed by the staff task force on fundraising issues. Commission Streets asked that the City Attorney provide information on the Fuhrman Trust and initiated a discussion of ways to better facilitate placing Commissioners' requests on future meeting agendas. The Deputy City Attorney suggested that the Commission follow the example of other commissions and set agenda items during the New Business item of the agenda. Commission President Higueras requested an agenda item for the next meeting on setting agenda items. He additionally asked the City Librarian about more significantly expanding the Commission's visibility on the Library Web page. The City Librarian proposed bringing revisions to the commission's site on the page to the Commission in two months when a staff working group studying a reconfiguration of the entire web site submits its recommendations. Commissioner Steiman suggested ways to improve the site based on her experience with other web sites.

Commissioner Llorente left the meeting at 7:25PM.

PUBLIC COMMENT

Mr. Ed Regan spoke in favor of increased hours of service and proposed parking be included at the new Oceanview Branch and any other new branches. An anonymous member of the public read from R.D. Lang's autobiography describing his thoughts concerning the value and importance of public libraries, his decision to become a writer, and the issue of human suffering. Mr. Peter Warfield spoke in favor creating a system to place Commissioner's requests on the agenda, decried the absence of the term "book" on the web site or in the online data base, and requested that the library provide to members of the public use of video, projection, and other equipment in order to facilitate placing their presentations to the commission on an equal footing with those presented by library staff.

ADJOURNMENT: Upon a motion by Commissioner Streets, seconded by Commissioner Steiman the meeting was adjourned.

ACTION: Approved 5-0 (Aye - Coulter, Higueras, Steiman, andStreet).

The meeting was adjourned at 7:32PM

Michael Housh, Library Commission Secretary 3/18/98

Please note: These a draft Minutes subject to revision by the Library commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Proposed Schedule

A Request For Proposals for the Post-Occupancy Evaluation of the Main Library is advertised and issued by the City on June 1, 1998

Proposers are encouraged to attend a pre-proposal conference on **June 15, 1998**, at 10a.m. to be held at the City Librarian's Conference Room, Main Library, 6th Floor 100 Larkin Street San Francisco, CA 94102. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact Michael Housh, Library Commission Secretary at (415) 557-4233.

The City will keep a record of all parties who request and receive copies of the RFP. Any requests for information concerning the RFP whether submitted before or after the pre-proposal conference, must be in writing, and any substantive replies will be issued as written addenda to all parties who have requested and received a copy of the RFP from the Public Library. Questions raised at the pre-proposal conference may be answered orally. If any substantive new information is provided in response to questions raised at the pre-proposal conference, it will also be memorialized in a written addendum to this RFP and will be distributed to all parties that received a copy of the RFP. No questions or requests for interpretation will be accepted after June 30, 1998.

B. Schedule

The anticipated schedule for selecting a consultant is shown below:

Proposal Phase	Date
RFP is advertised and issued by the City	June 1, 1998
Pre-proposal conference	June 15, 1998
Deadline for submission of written questions or requests for clarification	June 30, 1998
Proposals due	July 15, 1998
Oral interview with firms selected for further consideration	August 15, 1998
Selection of a proposer	September 1, 1998

C. Contract Award

A proposer will be selected with whom Public Library staff shall commence contract negotiations. If a satisfactory contract cannot be negotiated in a reasonable time the Public Library Commission in its sole discretion, may direct termination of negotiations with the highest ranked proposer and beginning of contract negotiations with the next highest ranked proposer.

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director and City Architect

(415) 557-4664
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Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Tara D. Lamont, Bureau Manager

MISSION BRANCH LIBRARY RENOVATION
MONTHLY REPORT April 1998

General

Contractor	Trico Construction
Start date:	11/24/97
Original contract time	365 days
Extension granted	7 calendar days
Original completion date	11/23/98
Revised completion date	12/1/98
Contract amount	$1,944,000
Approved Change Order	$37,253
Percentage of completion	34%

Construction progress/issues

Elevator shaft and first floor shotcrete completed. Electric floor boxes installed. Formwork for eastern stair erected.

Construction schedule

Work is proceeding on schedule.

Construction budget

As of 4/17/98, forecast of change order cost is $66,490 (3.4% of contract sum). This includes

1. $18,360 for Change Order No.1, which is mainly due to additional costs for the construction of the 10 caissons.
2. $18,883 for Change Order No.2, which consists of replacing an existing slab , re-constructing bookself bases, providing engineering fill at back of building, and re-working existing plumbing clean-outs,etc.
3. $18,770 for Change Order No. 3 which includes excavation and disposal of contaminated soil from elevator pit, additional electrical conduits, and window at computer room, etc.
3. $10,477 for miscellaneous items under review.

Among the $66,490, $51,251 is caused by unforeseen site conditions, $6,667 is related to additional work scope, $8,572 is due to design omission.

Other issues

None.

TOMLINSON
ZISKO
MOROSOLI
& MASER LLP
ATTORNEYS

RECEIVED

HU801-3388

March 4, 1998

David L. Norman, Esq.
Deputy City Attorney
City and County of San Francisco
1390 Market Street, 5th Floor
San Francisco, CA 94102

Re: San Francisco New Main Library--Settlement Agreement

Dear Mr. Norman:

Enclosed for your files is a fully executed complete photocopy of the Settlement Agreement and Release of Claims with all signed signature pages. Also enclosed are copies of the filed Dismissals regarding the related lawsuits.

Sincerely,

James R. Janz

James R. Janz

by ymt

JRJ\yt
Enclosures

RECEIVED
MAR 19 1998
S F P L COMMISSION

200 PAGE MILL ROAD
SECOND FLOOR
PALO ALTO, CALIFORNIA 94306

TELEPHONE (650) 325-8666
FACSIMILE (650) 324-1808

ATTORNEY OR PARTY WITHOUT ATTORNEY *(Name and Address)* TELEPHONE NO.:

THOMAS F. MASER (SB# 84907) (650) 325-8666
THOMAS E. MOORE III (SB# 115107)
TOMLINSON ZISKO MOROSOLI & MASER, LLP
200 PAGE MILL ROAD, SECOND FLOOR
PALO ALTO, CA 94306

ATTORNEY FOR *(Name)* Plaintiff HUBER, HUNT & NICHOLS, INC.

FOR COURT USE ONLY

ENDORSED
FILED
San Francisco County Superior Court

MAR - 2 1998

ALAN CARLSON, Clerk
CYNTHIA S. HERBERT
Deputy Clerk

Insert name of court and name of judicial district and branch court, if any:

SAN FRANCISCO COUNTY SUPERIOR COURT

PLAINTIFF/PETITIONER: HUBER, HUNT & NICHOLS, INC.

DEFENDANT/RESPONDENT: PEI COBB FREED & PARTNERS/SIMON MARTIN-VEGUE WINKELSTEIN MORIS, et al.

CASE NUMBER: 987736

REQUEST FOR DISMISSAL

☐ Personal Injury, Property Damage, or Wrongful Death
  ☐ Motor Vehicle ☐ Other
☐ Family Law
☐ Eminent Domain
☒ Other *(specify)*: Negligence

— A conformed copy will not be returned by the clerk unless a method of return is provided with the document. —

1. TO THE CLERK: Please dismiss this action as follows:

a. (1) ☒ With prejudice (2) ☐ Without prejudice

b. (1) ☐ Complaint (2) ☐ Petition
(3) ☐ Cross-complaint filed by *(name)*: on *(date)*:
(4) ☐ Cross-complaint filed by *(name)*: on *(date)*:
(5) ☒ Entire action of all parties and all causes of action
(6) ☐ Other *(specify)*:*

Date: February 17, 1998

THOMAS E. MOORE III
(TYPE OR PRINT NAME OF ☒ ATTORNEY ☐ PARTY WITHOUT ATTORNEY)

TOMLINSON ZISKO MOROSOLI & MASER, LLP

Thomas E. Moore III
(SIGNATURE)

Attorney or party without attorney for: Huber, Hunt & Nichols, Inc.
☒ Plaintiff/Petitioner ☐ Defendant/Respondent
☐ Cross-complainant

* If dismissal requested is of specified parties only, of specified causes of action only, or of specified cross-complaints only, so state and identify the parties, causes of action, or cross-complaints to be dismissed.

2. TO THE CLERK: Consent to the above dismissal is hereby given.**

Date:

(TYPE OR PRINT NAME OF ☐ ATTORNEY ☐ PARTY WITHOUT ATTORNEY)

(SIGNATURE)

Attorney or party without attorney for:
☐ Plaintiff/Petitioner ☐ Defendant/Respondent
☐ Cross-complainant

** If a cross-complaint—or Response (Family Law) seeking affirmative relief—is on file, the attorney for cross-complainant (respondent) must sign this consent if required by Code of Civil Procedure section 581(i) or (j).

(To be completed by clerk)

3. ☒ Dismissal entered as requested on *(date)*: MAR - 2 1998
4. ☐ Dismissal entered on *(date)*: as to only *(name)*:
5. ☐ Dismissal not entered as requested for the following reasons *(specify)*:

6. ☐ a. Attorney or party without attorney notified on *(date)*:
b. Attorney or party without attorney not notified. Filing party failed to provide
☐ a copy to conform ☐ means to return conformed copy

Date: MAR - 2 1998

Clerk, by Cynthia S. Herbert CYNTHIA S. HERBERT, Deputy

Form Adopted by the Judicial Council of California
982(a)(5) [Rev. January 1, 1997]

REQUEST FOR DISMISSAL

Code of Civil Procedure, § 581 et seq.
Cal. Rules of Court, rules 383, 1233
Rose Printing Catalog #982(a)(5)

TOMLINSON ZISKO MOROSOLI & MASER
ATTORNEYS AT LAW
200 PAGE MILL ROAD, SECOND FLOOR
PALO ALTO, CALIFORNIA 94306
(415) 325-8666

CERTIFICATE OF SERVICE BY MAIL

I, Yvette M. Toland, declare under penalty of perjury that the following facts are true and correct:

I am a citizen of the United States, over the age of 18 years, and not a party to this action. I am employed by Tomlinson Zisko Morosoli & Maser LLP, and my business address is 200 Page Mill Road, Second Floor, Palo Alto, California 94306.

I served by mail the following document(s):

REQUEST FOR DISMISSAL

in the following manner:

I enclosed a true copy of said document(s) in an envelope, addressed as follows:

Lee J. Novich, Esq.
The Construction Law Group
Marathon Plaza, Tenth Floor
303 Second Street
San Francisco, CA 94107

Scott C. Finch, Esq.
Larson Burnham
1901 Harrison St., 11th Floor
Oakland, CA 94604

Sheryl Bregman, Esq.
Deputy City Attorney
City and County of San Francisco
1390 Market St., 5th Floor
San Francisco, CA 94102

I am readily familiar with my firm's practice for collection and processing of correspondence for mailing with the United States Postal Service, to wit, that correspondence will be deposited with the United States Postal Service this same day in the ordinary course of business. I sealed said envelope and

placed it for collection and mailing at our business offices on March 2, 1998, following ordinary business practices.

Executed on March 2, 1998, at Palo Alto, California.

Yvette M. Toland

Yvette M. Toland

ATTORNEY OR PARTY WITHOUT ATTORNEY (*Name and Address*): TELEPHONE NO.:
Timothy L. McInerney, SBN 124807 (510) 465-7100
McInerney & Dillon, P.C.
One Kaiser Plaza, 18th Floor
Oakland, CA 94612-3610
ATTORNEY FOR (*Name*): Aderholt Specialty Company, Inc.

FOR COURT USE ONLY

ENDORSED
FILED
San Francisco County Superior Court

MAR - 2 1998

[illegible], Clerk
By [illegible]
Deputy

Insert name of court and name of judicial district and branch court, if any:
Superior Court of San Francisco

PLAINTIFF/PETITIONER: ADERHOLT SPECIALTY COMPANY, INC.

DEFENDANT/RESPONDENT: NORTH BAY DRYWALL et al.

REQUEST FOR DISMISSAL

☐ Personal Injury, Property Damage, or Wrongful Death
  ☐ Motor Vehicle ☐ Other
☐ Family Law
☐ Eminent Domain
☒ Other (*specify*): breach of contract, etc.

CASE NUMBER:
980736

- A conformed copy will not be returned by the clerk unless a method of return is provided with the document. -

1. **TO THE CLERK:** Please dismiss this action as follows:
   a. (1) ☒ With prejudice (2) ☐ Without prejudice
   b. (1) ☒ Complaint (2) ☐ Petition
   (3) ☒ Cross-complaint filed by (*name*): North Bay Drywall on (*date*): 12/11/96
   (4) ☐ Cross-complaint filed by (*name*): on (*date*):
   (5) ☒ Entire action of all parties and all causes of action
   (6) ☐ Other (*specify*):*

Date: Feb. 12, 1998

Timothy L. McInerney
(TYPE OR PRINT NAME OF ☒ ATTORNEY ☐ PARTY WITHOUT ATTORNEY)

(SIGNATURE)

*If dismissal requested is of specified parties only, of specified causes of action only, or of specified cross-complaints only, so state and identify the parties, causes of action, or cross-complaints to be dismissed.

Attorney or party without attorney for: Aderholt Specialty Co.In
☒ Plaintiff/Petitioner ☐ Defendant/Respondent
☐ Cross-complainant

2. **TO THE CLERK:** Consent to the above dismissal is hereby given.**
   Date: Feb. 1998

Glenn M. Smith
(TYPE OR PRINT NAME OF ☒ ATTORNEY ☐ PARTY WITHOUT ATTORNEY)

(SIGNATURE)

**If a cross-complaint- or Response (Family Law) seeking affirmative relief-is on file, the attorney for cross-complainant (respondent) must sign this consent if required by Code of Civil Procedure section 581(i) (or (j).

Attorney or party without attorney for: North Bay Drywall
☐ Plaintiff/Petitioner ☒ Defendant/Respondent
☒ Cross-complainant

(*To be completed by clerk*)
3. ☑ Dismissal entered as requested on (*date*): MAR - 2 1998
4. ☐ Dismissal entered on (*date*): as to only (*name*):
5. ☐ Dismissal **not entered** as requested for the following reasons (*specify*):

6. ☐ a. Attorney or party without attorney notified on (*date*):
   b. Attorney or party without attorney not notified. Filing party failed to provide
   ☐ a copy to conform ☐ means to return conformed copy

Cynthia S. Herbert
CYNTHIA S. HERBERT

Date: MAR - 2 1998 Clerk, by ______________________, Dep

Form Adopted by the
Judicial Council of California
982(a)(5) [Rev. January 1, 1997]

REQUEST FOR DISMISSAL

Code of Civil Procedure, § 581 et
Cal. Rules of Court, rules 383, 1

CERTIFICATE OF SERVICE BY MAIL

I, Yvette M. Toland, declare under penalty of perjury that the following facts are true and correct:

I am a citizen of the United States, over the age of 18 years, and not a party to this action. I am employed by Tomlinson Zisko Morosoli & Maser LLP, and my business address is 200 Page Mill Road, Second Floor, Palo Alto, California 94306.

I served by mail the following document(s):

REQUEST FOR DISMISSAL

in the following manner:

I enclosed a true copy of said document(s) in an envelope, addressed as follows:

Timothy L. McInerney, Esq.
McInerney & Dillon, P.C.
One Kaiser Plaza, 18th Floor
Oakland, CA 94612

Sheryl Bregman
Deputy City Attorney
City and County of San Francisco
1390 Market St., 5th Floor
San Francisco, CA 94102

Glenn M. Smith
O'Brien Watters & Davis, LLP
3510 Unocal Place, Suite 200
Santa Rosa, CA 95403

I am readily familiar with my firm's practice for collection and processing of correspondence for mailing with the United States Postal Service, to wit, that correspondence will be deposited with the United States Postal Service this same day in the ordinary course of business. I sealed said envelope and

placed it for collection and mailing at our business offices on March 2, 1998, following ordinary business practices.

Executed on March 2, 1998, at Palo Alto, California.

Yvette M. Toland

Yvette M. Toland

ATTORNEY OR PARTY WITHOUT ATTORNEY *(Name and Address)*:
Glenn M. Smith (Bar # 97973)
O'BRIEN WATTERS & DAVIS, LLP
3510 Unocal Place, Suite 200, P.O. Box 3759
Santa Rosa, California 95402-3759

TELEPHONE NO.: (707) 545-7010
FAX NO.: (707) 545-3750

ATTORNEY FOR *(Name)*: NORTH BAY DRYWALL, INC., Defendant/Cross-Complainant

FOR COURT USE ONLY

MAR - 2 1998

BY: [illegible] Deputy Clerk

Insert name of court and name of judicial district and branch court, if any:
SUPERIOR Court of California, County of San Francisco, CITY AND COUNTY OF SAN FRANCISCO

PLAINTIFF/PETITIONER: ADERHOLT SPECIALTY COMPANY, INC.

DEFENDANT/RESPONDENT: NORTH BAY DRYWALL, INC., et al.

REQUEST FOR DISMISSAL

☐ **Personal Injury, Property Damage, or Wrongful Death**
  ☐ **Motor Vehicle** ☐ **Other**
☐ **Family Law**
☐ **Eminent Domain**
☒ **Other *(specify)*:** Breach of Contract

CASE NUMBER: 980736

— A conformed copy will not be returned by the clerk unless a method of return is provided with the document. —

. **TO THE CLERK:** Please dismiss this action as follows:
a. (1) ☒ With prejudice (2) ☐ Without prejudice

b. (1) ☐ Complaint (2) ☐ Petition
(3) ☒ Cross-complaint filed by *(name)*: North Bay Drywall, Inc. on *(date)*: December 16, 1996
(4) ☐ Cross-complaint filed by *(name)*: on *(date)*:
(5) ☐ Entire action of all parties and all causes of action
(6) ☒ Other *(specify)*:* Each party to bear their own fees and costs.

Date: 1/8/98

Glenn M. Smith
(TYPE OR PRINT NAME OF ☒ ATTORNEY ☐ PARTY WITHOUT ATTORNEY)

(SIGNATURE)

* If dismissal requested is of specified parties only, of specified causes of action only, or of specified cross-complaints only, so state and identify the parties, causes of action, or cross-complaints to be dismissed.

Attorney or party without attorney for:
☐ Plaintiff/Petitioner ☒ Defendant/Respondent
☒ Cross-complainant

. **TO THE CLERK:** Consent to the above dismissal is hereby given.**
Date:

(TYPE OR PRINT NAME OF ☐ ATTORNEY ☐ PARTY WITHOUT ATTORNEY)

(SIGNATURE)

** If a cross-complaint—or Response (Family Law) seeking affirmative relief—is on file, the attorney for cross-complainant (respondent) must sign this consent if required by Code of Civil Procedure section 581(i) or (j)

Attorney or party without attorney for:
☐ Plaintiff/Petitioner ☐ Defendant/Respondent
☐ Cross-complainant

To be completed by clerk)
. ☐ Dismissal entered as requested on *(date)*:
. ☑ Dismissal entered on *(date)*: MAR - 2 1998 as to only *(name)*: THE ABOVE
. ☐ Dismissal not entered as requested for the following reasons *(specify)*:

. ☐ a. Attorney or party without attorney notified on *(date)*:
b. Attorney or party without attorney not notified. Filing party failed to provide
☐ a copy to conform ☐ means to return conformed copy

Date: MAR - 2 1998

Clerk, by Cynthia S. Herbert CYNTHIA S. HERBERT, Deputy

Form Adopted by the Judicial Council of California 982(a)(5) [Rev. January 1, 1997]

REQUEST FOR DISMISSAL

Code of Civil Procedure, § 581 et seq
Cal. Rules of Court, rules 383, 1233
Judicial Council Forms for HotDocs™

Aderholt v. North Bay Drywall

San Francisco County Superior Court
Case No. 980736

CERTIFICATE OF SERVICE BY MAIL

I, Yvette M. Toland, declare under penalty of perjury that the following facts are true and correct:

I am a citizen of the United States, over the age of 18 years, and not a party to this action. I am employed by Tomlinson Zisko Morosoli & Maser LLP, and my business address is 200 Page Mill Road, Second Floor, Palo Alto, California 94306.

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REQUEST FOR DISMISSAL

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Timothy L. McInerney, Esq.
McInerney & Dillon, P.C.
One Kaiser Plaza, 18th Floor
Oakland, CA 94612

Sheryl Bregman
Deputy City Attorney
City and County of San Francisco
1390 Market St., 5th Floor
San Francisco, CA 94102

Glenn M. Smith
O'Brien Watters & Davis, LLP
3510 Unocal Place, Suite 200
Santa Rosa, CA 95403

I am readily familiar with my firm's practice for collection and processing of correspondence for mailing with the United States Postal Service, to wit, that correspondence will be deposited with the United States Postal Service this same day in the ordinary course of business. I sealed said envelope and

placed it for collection and mailing at our business offices on March 2, 1998, following ordinary business practices.

Executed on March 2, 1998, at Palo Alto, California.

Yvette M. Toland

Yvette M. Toland

SAN FRANCISCO NEW MAIN LIBRARY
SETTLEMENT AGREEMENT AND RELEASE OF CLAIMS

1 Parties.

1.1 This Settlement Agreement and Release of Claims (hereinafter referred to as the "Settlement Agreement") is entered into among the following parties: the owner, 1) the City and County of San Francisco and all foundations, donors, commissions (hereinafter referred to as "City"); the general contractor, 2) Huber, Hunt & Nichols, Inc. (hereinafter referred to as "HH&N"); and the following named first and second tier subcontractors, 3) Aderholt Specialty Co., Inc. (hereinafter referred to as "ADERHOLT"); 4) Alexander Manufacturing, Inc. (hereinafter referred to as "AMI"); 5) Rodgers Insulation, Inc. (hereinafter referred to as "RODGERS"); 6) North Bay Drywall, Inc. (hereinafter referred to as "NBD"); 7) F.W. Spencer & Son, Inc. (hereinafter referred to as "FWS"); 8) Superior Air Handling Co., Inc. (hereinafter referred to as "SAHCO"); 9) Performance Contracting, Inc. (hereinafter referred to as "PCI"); 10) Ray Guaraglia Taping (hereinafter referred to as "RGT"), the associated architects, 11)Pei, Cobb, Freed & Partners (hereinafter referred to as "PCF&P"); and 12) Simon Martin-Vegue, Winkelstein Moris (hereinafter referred to as "SMWM"); and their first and second tier subconsultants, 13) Flack + Kurtz Consulting Engineers, LLP. (hereinafter referred to as "F+K"); 14) S.J. Engineers, Inc. (hereinafter referred to as "SJE"); 15) Pete O. Lapid & Associates, Inc. (hereinafter referred to as "POLA"); 16) Paoletti Associates Inc. (hereinafter referred to as "PAOLETTI"); 17) Architectural Lighting Design (hereinafter referred to as "ALD"); 18) Lerch, Bates & Associates (hereinafter referred to as "LBA"); X(+C) Limited (hereinafter referred to as "X(+C)"); 19) OLMM Consulting Engineers (hereinafter referred to as "OLMM");

1.2 Collectively, the parties identified above as number 1 may be referred to as "the City".

1.3 Collectively, the parties identified above as numbers 2 through 10 and all subcontractors (or lower tier contractors) that execute this Agreement may be referred to as "the Contractors".

1.4 Collectively, the parties identified above as numbers 11 through 19 and all subconsultants (or lower tier consultants) that execute this Agreement may be referred to as "the Design Professionals".

1.5 Individually and collectively the parties identified above and all subcontractors (or lower tier contractors) and all subconsultants (or lower tier consultants) that execute this Agreement may be referred to as "the Settling Party, the Settling Parties or the Parties".

2 RECITALS

2.1 The subject matter of this Settlement Agreement relates to the design and construction of a project commonly referred to as the San Francisco New Main Library including but not limited to the core, shell, all interiors, exteriors, furniture, etc. (hereinafter referred to as the "Project").

2.2 In January 1990, the City retained the associated architects, PCF&P and SMWM to provide design services for the Project. On April 2, 1990 PCF&P and SMWM entered into an agreement as an association to provide design services to the City for the Project. Thereafter, PCF&P and SMWM contracted with F+K, SJE, POLA, PAOLETTI, ALD, LBA, OLMM, X(+C) and others to provide consultation and design services for the Project. The Architectural Agreement was amended several times throughout the life of the Project.

2.3 In 1992 the Design Professionals completed plans and specifications for the Project, and the City advertised these documents for competitive bid. The City received bids for the construction of the Project.

2.4 In January 25, 1993, the City awarded the contract to and entered into a contract with HH&N to construct the Project (hereinafter this contract is referred to as the "Construction Contract"). In turn, HH&N subcontracted with numerous subcontractors including AMI, NBD, PCI, and FWS to construct the Project. In turn, FWS subcontracted with SAHCO and RODGERS, and NBD subcontracted with ADERHOLT.

2.5 Construction of the Project started on or about March 15, 1993.

2.6 The Contractors asserted against the City and the Design Professionals various claims for additional compensation due to extra work, delays and impacts to the Project. The City asserted against the Design Professionals various claims for additional costs due to change orders, delays and impacts to the Project, deficiencies in the design and construction. The City also asserted against the Contractors various claims for deficient work and breaches of warranties. The Design Professionals asserted against the City and the Contractors various claims for additional compensation for extra work, delays and impacts to the Project.

2.7 At various times after the assertion of the Contractors' and the Design Professionals' claims, the City denied the claims.

2.8 On August 30, 1996, ADERHOLT filed a complaint against NBD, HH&N, the City, United States Fidelity & Guaranty Company and Fidelity & Deposit Company of Maryland in the Superior Court of California, City and County of San Francisco (Action Number: 980736). No answer was ever filed as the suit was stayed by stipulation of the parties.

2.9 On September 19, 1997 HH&N filed a complaint against PCF&P and SMWM in the Superior Court of the State of California, City and County of San Francisco (Action Number: 987736). No answer was ever filed as the suit was stayed by stipulation of the parties.

2.10 On December 8th and 9th, 1997 a mediation before Randall Wulff was held to resolve the claims. To avoid further costs, uncertainties, and disruption to each party's operations, each Settling Party now desires to settle the claims asserted between and among the other Settling Parties to this Settlement Agreement as set forth below.

NOW IN CONSIDERATION of the mutual covenants and agreements contained herein, each Settling Party agrees as follows:

3 TERMS

3.1 Conditions Precedent to Acceptance of Settlement Agreement.

3.1.1 This Settlement Agreement is conditioned upon the acceptance by DPIC Companies, Inc., the insurers for SMWM, SJE, and OLMM and shall have no force or effect until such acceptance is given, in writing, on or before December 19, 1997. The claims representative for DPIC will use his best efforts to obtain this approval.

3.1.2 This Settlement Agreement is also conditioned upon the acceptance by the Library Commission and if required by law the City and County of San Francisco Board of Supervisors. The City representatives will use their best efforts to obtain these approvals.

3.2 No Admission of Liability. – Each Settling Party understands that all parties dispute liability for the matters that are being settled and released herein. They further understand that this Settlement Agreement is being executed in compromise of disputed claims and shall not be construed as an admission of liability.

4 Monetary Consideration For Settlement. – In consideration of the promises, covenants and obligations of this Settlement Agreement, the following parties will pay or cause to be paid the indicated sums which shall not be joint obligations but shall be several:

4.1	PCF&P:	($2,200,000.);
4.2	SMWM:	($2,200,000.);
4.3	F+K:	($ 400,000.);
4.4	SJE:	($ 100,000.);
4.5	OLMM:	($ 50,000.); and
4.6	the City	($ 190,000.)

Except for the City, each of the above parties shall prepare its settlement draft made payable to the "Trust Account of Tomlinson Zisko Morosoli & Maser, LLP re: New Main Library," and shall supply its draft to the attorneys for HH&N by no later than February 15, 1998. Payment by the City shall be made directly to HH&N subject to the terms of a separate mutual release and settlement agreement.

5 Recipients of Settlement Proceeds. – From the Trust Account of Tomlinson Zisko Morosoli & Maser, LLP, and within two business days of the satisfaction of the below-specified conditions, the attorneys for HH&N shall prepare settlement drafts made payable as follows and supply them to the following Settling Parties:

5.1	NBD:	($ 945,000.);
5.2	ADERHOLT:	($ 205,000.);
5.3	FWS:	($ 715,000.);
5.4	SAHCO:	($ 260,000.);
5.5	AMI:	($1,050,000.);
5.6	PCI:	($ 75,000.);
5.7	the City	($1,700,000.); and

5.8 FWS shall settle the claims of RODGERS from the distribution to FWS, above and RODGERS shall execute this Settlement Agreement.

5.9 NBD shall settle the claims of RGT from the distribution to NBD, above and Ray Guaraglia Taping shall execute this settlement Agreement.

5.10 HH&N shall settle the claims of Rosendin Electric and Basalt/Buehner from the distribution to HH&N, above and HH&N will provide a defense and indemnity to all Settling Parties pursuant to Paragraph 8.5, below.

5.11 The amounts of each of the distributions set forth above may be adjusted by written agreement of the parties affected and written instructions to Tomlinson Zisko Morosoli & Maser, LLP

6 Conditions Precedent to Distribution of Any Settlement Proceeds. – These settlement proceeds in the form of checks drawn on the Trust Account of Tomlinson Zisko Morosoli & Maser, LLP shall not be supplied to any of the recipients nor the attorneys for any of the recipients until each and all of the following conditions are satisfied:

6.1 All Settling Parties have executed this Settlement Agreement in counterparts;

6.2 All settlement payments specified above have cleared and are available for withdrawal;

6.3 HH&N has filed and served a court endorsed Request for Dismissal with prejudice of its complaint against PCF&P and SMWM in Action Number 987736;

6.4 ADERHOLT has executed and deposited with Tomlinson Zisko Morosoli & Maser, LLP a Request for Dismissal with prejudice of its complaint against NBD, HH&N, the City, United States Fidelity & Guaranty Company and Fidelity & Deposit Company of Maryland in the Superior Court of California, City and County of San Francisco (Action Number: 980736), and ADERHOLT has irrevocably instructed Tomlinson Zisko Morosoli & Maser, LLP to file with the court the Request for Dismissal with prejudice and to serve an endorsed copy upon all parties to the action.

6.5 Each Settling Party entitled to a distribution of settlement proceeds under this Settlement Agreement has provide Tomlinson Zisko Morosoli & Maser, LLP its written instructions in a form reasonably satisfactory to Tomlinson Zisko Morosoli & Maser, LLP and consistent with the terms of this Settlement Agreement setting forth the amount of the distribution demanded, the payee or payees to whom the distributions should be made, and the address to which distributions should be sent, and supplying all documents to be filed or furnished to others.

Once each of the above conditions, 6.1 through 6.5 are satisfied, HH&N's attorneys will notify the attorneys for the recipients of the settlement proceeds. Within two business days of this notification, HH&N shall deliver to the attorneys for each recipient of the settlement proceeds settlement drafts identified above.

7 Release By the City and the Contractors (and their subcontractors) of the Design Professionals.

7.1 The City and the Contractors agree that there is adequate consideration for all of the obligations, releases and other agreements set forth in this Settlement Agreement.

7.2 In consideration of the promises, covenants, and obligations stated in this Settlement Agreement, and subject to the express reservations stated in Paragraph 7.4, below, the City and the Contractors each releases, absolves, disclaims, and forever discharges the Design Professionals from any and all known and unknown claims, demands, obligations, actions, causes of action, damages, losses, costs or expenses, of any nature whatsoever, past, present, or future existing or claimed to exist, which the party has had, now has, or may hereafter have against the Design Professionals regarding the Project.

7.2.1 This release includes, but is not limited to, all alleged claims asserted and not asserted by the City and the Contractors (and their lower tier subcontractors) for additional compensation based on alleged extra work performed, change orders, delays and impacts to the Project, on alleged deficiencies included within the Construction Contract, on alleged errors and omissions contained within the Construction Contract, on alleged unforeseen conditions experienced during the work performed, and on all other claims by the City and the Contractors arising from the Project.

7.2.2 In addition, this release includes, but is not limited to, all alleged claims asserted by the City for damages based on known defective work and warranty items of the Design Professionals and on delays experienced in completing the Project.

7.2.3 Subject to the express reservations stated in Paragraph 7.4 of this Settlement Agreement, this release includes any and all claims asserted and those that could have been asserted by the Contractors in the above-referenced lawsuits including any and all claims associated with disruption, delay, acceleration, additional labor, loss of productivity, additional project management and other field overhead expense, additional home office overhead expense, and lost anticipated profit. Additionally, the City and the Contractors release the Design Professionals from any and all claims for contractual and equitable indemnity.

7.2.4 The City and the Contractors also release the Design Professionals from any and all claims for interest, attorneys' fees, and costs incurred as a result of the claims released.

7.2.5 It is the intent of the Settlement Agreement that the City and the Contractors shall not be able to make any further claims against the Design Professionals except those expressly reserved in Paragraph 7.4 of this Settlement Agreement.

7.3 Subject to the express reservation stated in Paragraph 7.4 of this Settlement Agreement, the City and the Contractors each after consultation with its own counsel, waives all of its rights that are provided by Section 1542 of the Civil Code of the State of California, which states as follows:

> A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR.

7.4 Express Reservations.

7.4.1 The Design Professionals acknowledge and agree that, notwithstanding the provisions of the above paragraphs of this Settlement Agreement, the City is expressly reserving its rights with respect to warranty obligations set forth in the Construction Contract for the Project. This Settlement Agreement shall not be interpreted as to cause an extension of any existing warranties set forth in the Construction Contract.

7.4.2 The Design Professionals acknowledge and agree that, notwithstanding the provisions of the above paragraphs of this Settlement Agreement, the City is expressly reserving its right to subsequently assert a claim against the other Settling Parties in the event that any latent deficiencies, as that term is defined by California Code of Civil Procedure Section 337.15, are discovered based on the work performed regarding the Project. In the event that latent deficiencies are discovered and a lawsuit is filed with respect to latent deficiencies, all Settling Parties shall have the right to assert causes of action for indemnity and related claims, including but not limited to, claims relating to insurance against the other parties to this Agreement based on latent deficiencies.

7.4.3 The Design Professionals acknowledge and agree that, notwithstanding the provisions of the above paragraphs of this Settlement Agreement, the City and the Contractors are expressly reserving their rights to subsequently assert a claim against the Design Professionals relating to:

7.4.3.1 Indemnity and Related Claims arising from third party personal injury claims

7.5 Indemnity By the Design Professionals.

7.5.1 Each of the Design Professionals shall defend, indemnify and hold the City and the Contractors harmless for any and all claims, liabilities and damages brought by any party with whom each of the Design Professionals contracted and that were released by this Settlement Agreement.

8 Release By the Design Professionals (and their subconsultants) of the City and the Contractors.

8.1 The Design Professionals agree that there is adequate consideration for all of the obligations, releases and other agreements set forth in this Settlement Agreement.

8.2 In consideration of the promises, covenants, and obligations stated in this Settlement Agreement, and subject to the express reservations stated in Paragraph 8.4, below, the Design Professionals each releases, absolves, disclaims, and forever discharges the City and the Contractors from any and all known and unknown claims, demands, obligations, actions, causes of action, damages, losses, costs or expenses, of any nature whatsoever, past, present, or future existing or claimed to exist, which the party has had, now has, or may hereafter have against the City and the Contractors regarding the Project.

8.2.1 This release includes, but is not limited to, all alleged claims asserted and not asserted by the Design Professionals (and their lower tier subconsultants) for additional compensation based on alleged extra work performed, change orders, delays and impacts to the Project, on alleged deficiencies in the performance of the work included within the Construction Contract, on alleged unforeseen conditions experienced during the work performed, and on all other claims by the Design Professionals arising from the Project.

8.2.2 Additionally, each of the Design Professionals releases the City and the Contractors from any and all claims for contractual and equitable indemnity.

8.2.3 The Design Professionals also release the City and the Contractors from any and all claims for interest, attorneys' fees, and costs incurred as a result of the claims released.

8.2.4 It is the intent of the Settlement Agreement that the Design Professionals shall not be able to make any further claims against the City and the Contractors except those expressly reserved in Paragraph 8.4 of this Settlement Agreement.

8.3 Waiver of Civil Code Section 1542. – Subject to the express reservation stated in Paragraph 8.4 of this Settlement Agreement, the Design Professionals each after consultation with its own counsel, waives all of its rights that are provided by Section 1542 of the Civil Code of the State of California, which states as follows:

> A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR.

8.4 Express Reservations.

8.4.1 The City and the Contractors acknowledge and agree that, notwithstanding the provisions of the above paragraphs of this Settlement Agreement, the City is expressly reserving its right to subsequently assert a claim against the other Settling Parties in the event that any latent deficiencies, as that term is defined by California Code of Civil Procedure Section 337.15, are discovered based on the work performed regarding the Project. In the event that latent deficiencies are discovered and a lawsuit is filed with respect to latent deficiencies, all Settling Parties shall have the right to assert causes of action for indemnity and related claims, including but not limited to, claims relating to insurance against the other parties to this Agreement based on latent deficiencies.

8.4.2 The City and the Contractors acknowledge and agree that, notwithstanding the provisions of the above paragraphs of this Settlement Agreement, the Design Professionals are expressly reserving their rights to subsequently assert a claim against the City and the Contractors relating to:

8.4.2.1 Indemnity and Related Claims arising from third party personal injury claims

8.5 Indemnity By the City and the Contractors. -- The City and each of the Contractors shall defend, indemnify and hold the Design Professionals harmless for any and all claims, liabilities and damages brought by any party with whom the City or each of the Contractors contracted and that were released by this Settlement Agreement.

9 Mutual Release Among the Design Professionals.

9.1 The Design Professionals each releases, absolves, disclaims, and forever discharges each other of the Design Professionals from any and all known and unknown claims, demands, obligations, actions, causes of action, damages, losses, costs or expenses, of any nature whatsoever, past, present, or future existing or claimed to exist, which the party has had, now has, or may hereafter have against each other regarding the Project to the extent the City and the Contractors have released the Design Professionals.

9.2 Subject to the limitations stated in previous Paragraph 7.4 of this Settlement Agreement, the Design Professionals each after consultation with its own counsel, waives all of its rights that are provided by Section 1542 of the Civil Code of the State of California, which states as follows:

> A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY

HIM MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR.

9.3 The Design Professionals reserve any and all rights against any of their nonsettling lower tier subconsultants.

10 MUTUAL Release Between the City and the Contractors (and Their Subcontractors).

10.1 The City and the Contractors each agree that there is adequate consideration for all of the obligations, releases and other agreements set forth in this Settlement Agreement.

10.2 In consideration of the promises, covenants, and obligations stated in this Settlement Agreement, and subject to the express reservations stated in Paragraph 10.4, below, and as provided in the separate mutual release and settlement agreement between the City and HH&N, the City and the Contractors each releases, absolves, disclaims, and forever discharges each other from any and all known and unknown claims, demands, obligations, actions, causes of action, damages, losses, costs or expenses, of any nature whatsoever, past, present, or future existing or claimed to exist, which the party has had, now has, or may hereafter have against each other regarding the Project.

10.2.1 This release includes, but is not limited to, all alleged claims asserted and not asserted by the City and the Contractors (and their lower tier subcontractors) for additional compensation based on alleged extra work performed, change orders, delays and impacts to the Project, on alleged deficiencies included within the Construction Contract, on alleged deficiencies in the performance of the work included within the Construction Contract, alleged errors and omissions contained within the Construction Contract, on alleged unforeseen conditions experienced during the work performed, and on all other claims by the City and the Contractors arising from the Project.

10.2.2 Subject to the express reservations stated in Paragraph 10.4 of this Settlement Agreement, this release includes any and all claims asserted and those that could have been asserted by the Contractors in the above-referenced lawsuits including any and all claims associated with disruption, delay, acceleration, additional labor, loss of productivity, additional project management and other field overhead expense, additional home office overhead expense, and lost anticipated profit. Additionally, the City and the Contractors release each other from any and all claims for contractual and equitable indemnity.

10.2.3 As will be provided in the separate mutual release and settlement agreement between the City and HH&N, the City and the Contractors also release each other from any and all claims for interest, attorneys' fees, and costs incurred as a result of the claims released.

10.2.4 It is the intent of the Settlement Agreement that the City and the Contractors shall not be able to make any further claims against each other except those expressly reserved in Paragraph 10.4 of this Settlement Agreement.

10.3 Subject to the express reservation stated in Paragraph 10.4 of this Settlement Agreement, the City and the Contractors each after consultation with its own counsel, waives all of its rights that are provided by Section 1542 of the Civil Code of the State of California, which states as follows:

> A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR.

10.4 Express Reservations.

10.4.1 The City and the Contractors acknowledge and agree that, notwithstanding the provisions of the above paragraphs of this Settlement Agreement, the City is expressly reserving its rights with respect to warranty obligations set forth in the Construction Contract for the Project. This Settlement Agreement shall not be interpreted as to cause an extension of any existing warranties set forth in the Construction Contract. The City and HH&N also acknowledge that as between them, this Agreement may be superseded by a separate mutual release and settlement agreement.

10.4.2 The City and the Contractors acknowledge and agree that, notwithstanding the provisions of the above paragraphs of this Settlement Agreement, the City is expressly reserving its right to subsequently assert a claim against the other Settling Parties in the event that any latent deficiencies, as that term is defined by California Code of Civil Procedure Section 337.15, are discovered based on the work performed regarding the Project. In the event that latent deficiencies are discovered and a lawsuit is filed with respect to latent deficiencies, all Settling Parties shall have the right to assert causes of action for indemnity and related claims, including but not limited to, claims relating to insurance against the other parties to this Agreement based on latent deficiencies.

10.4.3 The City and the Contractors acknowledge and agree that, notwithstanding the provisions of the above paragraphs of this Settlement Agreement, the City and the Contractors are expressly reserving their rights to previously asserted claims or to subsequently assert a claim against each other relating to:

10.4.3.1 Indemnity and Related Claims arising from third party personal injury claims

10.4.3.2 Carpet Issues

10.4.3.3 The claim of Malcolm Drilling, Inc. filed on December 16, 1997

10.4.3.4 Amounts owed or held by the City under the Construction Contract as retention or otherwise and performance of certain work by HH&N as summarized and separately agreed to between HH&N and the City and described in Change Order No. 34 and their separate mutual release and settlement agreement.

10.5 Indemnity By the City and the Contractors.

10.5.1 The City and the Contractors shall defend, indemnify and hold each other harmless for any and all claims, liabilities and damages brought by any party with whom each contracted and that were released by this Settlement Agreement.

10.6 Mutual Release Among the Contractors.

10.7 The Contractors each releases, absolves, disclaims, and forever discharges each other from any and all known and unknown claims, demands, obligations, actions, causes of action, damages, losses, costs or expenses, of any nature whatsoever, past, present, or future existing or claimed to exist, which the party has had, now has, or may hereafter have against each other regarding the Project to the extent the City has released the Contractors.

10.8 Subject to the limitations stated in previous Paragraph 10.4 of this Settlement Agreement, the Contractors each after consultation with its own counsel, waives all of its rights that are provided by Section 1542 of the Civil Code of the State of California, which states as follows:

> A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR.

10.9 The Contractors reserve any and all rights against any nonsettling lower tier subcontractor.

11 Waiver of Right to Maintain Action. Each Settling party agrees that it will not bring, commence, maintain, or prosecute any action at law or proceeding in equity against the other Settling Parties with regard to any matter which is released under this Settlement Agreement.

12 Release as a Defense. Each Settling party agrees that this Settlement Agreement may and shall be pled as a full and complete defense to, and it may be used as a basis for an injunction against, any action or suit which may be instituted, prosecuted, or maintained in breach of the terms contained in this Settlement Agreement.

13 Related Parties. This Settlement Agreement shall apply to all Related Parties to any of the parties to this Settlement Agreement. As used herein, the term "Related Parties" shall

mean any heir, executor, administrator, successor, successor-in-interest, affiliate, assignee, assignor, attorney, subsidiary, agent, employee, officer, board director, member, shareholder, owner or alter ego, principal, partner, successor in interest of each of the parties, foundation, donor, affiliated public agency, subcontractor and subconsultant to this Settlement Agreement.

14 Representations and Warranties. Each party hereto represents and warrants as follows:

14.1 That the person who signs this Settlement Agreement has full authority to do so and he or she has full and complete authority to enter into the Settlement Agreement and to perform all acts and incur all obligations created under this Settlement Agreement without the consent or approval of any other party or person.

14.2 That the party is the sole owner of whatever causes of action that may have come into existence by reason of the events which gave rise to this Settlement Agreement and that there are no liens, or claims of liens, or assignments in law or equity with regard to the claims, rights, powers, causes of action or other matters released herein.

14.3 That the party has been fully advised by its counsel of the contentions made in connection with the matters that are being released herein and of the legal consequences of entering into this Settlement Agreement.

14.4 That the party hereby agrees to indemnify and hold harmless the other parties to this Settlement Agreement in the event that any party is claimed to have breached the above warranties and/or misrepresented its authority with respect to said warranties.

15 Captions. Paragraphs, titles, or captions are designated for convenience only and shall in no way define, limit, extend, or describe the scope of this Settlement Agreement.

16 Governing Law. This Settlement Agreement shall be construed in accordance with the laws of the State of California.

17 Venue. Should any dispute arise between or among the parties hereto regarding an alleged breach of the terms of this Settlement Agreement, any litigation shall be filed in a court of proper venue in the State of California.

18 Entire Agreement. This Settlement Agreement constitutes the entire Settlement Agreement between the parties hereto regarding its subject matter. The terms of this agreement are contractual and are not a mere recital. All Settling Parties and their counsel have participated in the negotiation and drafting of this Settlement Agreement, and for all purposes this Settlement Agreement shall be deemed to have been drafted jointly by all parties.

19 Attorneys' Fees. In the event that any litigation is initiated as a result of an alleged breach of the terms of this Settlement Agreement, the prevailing party, as determined by the Court, shall be awarded its reasonable attorneys' fees and costs incurred with respect to said action.

20 Execution in Counterparts. This Settlement Agreement may be executed in Counterparts.

[Signatures to follow]

ARTICLE IV

EXECUTIVE BRANCH—BOARDS, COMMISSIONS AND DEPARTMENTS

SEC. 4.100. GENERAL.

In addition to the office of the Mayor, the executive branch of the City and County shall be composed of departments, appointive boards, commissions and other units of government. To the extent law permits, each appointive board, commission, or other unit of government of the City and County established by state or federal law shall be subject to the provisions of this Article and this Charter.

SEC. 4.101. BOARDS AND COMMISSIONS—COMPOSITION.

Unless otherwise provided in this Charter, the composition of each appointive board, commission or advisory body of any kind established by this Charter or legislative act of the United States of America, the State of California or the Board of Supervisors shall:

1. Be broadly representative of the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, and sexual orientation of the City and County and have representation of both sexes; and

2. Consist of electors of the City and County at all times during the term of their respective offices, unless otherwise specifically provided in this Charter; or in the case of boards, commissions or advisory bodies established by legislative act the position is (a) designated by ordinance for a person under legal voting age, or (b) unless specifically exempt from the provisions, or waived by the appointing officer or entity upon a finding that an elector with specific experience, skills or qualifications willing to serve could not be located within the City and County.

Vacancies on appointive boards, commissions or other units of government shall be filled for the balance of the unexpired term in the manner prescribed by this Charter or ordinance for initial appointments.

Terms of office shall continue as they existed on the effective date of this Charter.

SEC. 4.102. BOARDS AND COMMISSIONS—POWERS AND DUTIES.

Unless otherwise provided in this Charter, each appointive board, commission or other unit of government of the executive branch of the City and County shall:

1. Formulate, evaluate and approve goals, objectives, plans and programs and set policies consistent with the overall objectives of the City and County, as established by the Mayor and the Board of Supervisors through the adoption of City legislation;

2. Develop and keep current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals, subject to review and approval by the Mayor and the Board of Supervisors;

3. After public hearing, approve applicable departmental budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors, subject to the Mayor's final authority to initiate, prepare and submit the annual

proposed budget on behalf of the executive branch and the Board of Supervisors' authority under Section 9.103;

4. Recommend to the Mayor for submission to the Board of Supervisors rates, fees and similar charges with respect to appropriate items coming within their respective jurisdictions;

5. Unless otherwise specifically provided, submit to the Mayor at least three qualified applicants, and if rejected, to make additional nominations in the same manner, for the position of department head, subject to appointment by the Mayor;

6. Remove a department head; the Mayor may recommend removal of a department head to the commission, and it shall be the commission's duty to act on the Mayor's recommendation by removing or retaining the department head within 30 days; failure to act on the Mayor's recommendation shall constitute official misconduct;

7. Conduct investigations into any aspect of governmental operations within its jurisdiction through the power of inquiry, and make recommendations to the Mayor or the Board of Supervisors;

8. Exercise such other powers and duties as shall be prescribed by the Board of Supervisors; and

9. Appoint an executive secretary to manage the affairs and operations of the board or commission.

In furtherance of the discharge of its responsibilities, an appointive board, commission or other unit of government may:

10. Hold hearings and take testimony; and

11. Retain temporary counsel for specific purposes, subject to the consent of the Mayor and the City Attorney.

Each board or commission, relative to the affairs of its own department, shall deal with administrative matters solely through the department head or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of a board or commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the board or commission's powers of hearing and inquiry as provided in this Charter.

SEC. 4.103. BOARDS AND COMMISSIONS—ANNUAL REPORT.

As of the operative date of this Charter and until this requirement is changed by the Board of Supervisors, each board and commission of the City and County shall be required by ordinance to prepare an annual report describing its activities, and shall file such report with the Mayor and the Clerk of the Board of Supervisors. The Annual Report can be included in the Annual Statement of Purpose as provided for in Section 4.102(2).

SEC. 4.104. BOARDS AND COMMISSIONS—RULES AND REGULATIONS.

Unless otherwise provided in this Charter, each appointive board, commission or other unit of government of the executive branch of the City and County shall:

1. Adopt rules and regulations consistent with this Charter and ordinances of the City and County. No rule or regulation shall be adopted, amended or repealed, without a public hearing. At least ten days' public notice shall be given for such

public hearing. All such rules and regulations shall be filed with the Clerk of the Board of Supervisors.

2. Hold meetings open to the public and encourage the participation of interested persons. Except for the actions taken at closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statutes and ordinances of the Board of Supervisors.

3. Keep a record of the proceedings of each regular or special meeting. Such record shall indicate how each member voted on each question. These records, except as may be limited by state law or ordinance, shall be available for public inspection.

The presence of a majority of the members of an appointive board, commission or other unit of government shall constitute a quorum for the transaction of business by such body. Unless otherwise required by this Charter, the affirmative vote of a majority of the members shall be required for the approval of any matter, except that the rules and regulations of the body may provide that, with respect to matters of procedure the body may act by the affirmative vote of a majority of the members present, so long as the members present constitute a quorum. All appointive boards, commissions or other units of government shall act by a majority, two-thirds, three-fourths or other vote of all members. Each member present at a regular or special meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present.

ARTICLE VIII

EDUCATION AND LIBRARIES

SEC. 8.100. UNIFIED SCHOOL DISTRICT.

The Unified School District shall be under the control and management of a Board of Education composed of seven members who shall be elected by the voters of the Unified School District. A student representative shall serve on the Board in accordance with state law. No member of this Board shall be eligible to serve on the Governing Board of the Community College District. Vacancies occurring on the Board shall be filled for the unexpired term by the Mayor. The compensation for each member shall be $500 per month. The terms of office in effect for Board members on the date this Charter is adopted shall continue.

SEC. 8.101. GOVERNING BOARD OF THE COMMUNITY COLLEGE DISTRICT.

The Community College District shall be under the control and management of a Governing Board composed of seven members who shall be elected by the voters of the Community College District. A student representative shall serve on the Governing Board in accordance with state law. No member of this Board shall be eligible to serve on the Board of Education. Vacancies occurring on the Governing Board shall be filled for the unexpired term by the Mayor. The compensation for each member shall be $500 per month. The terms of office in effect for Board members on the date this Charter is adopted shall continue.

SEC. 8.102. PUBLIC LIBRARIES.

Libraries including the Library Commission and the Library Department shall be a part of the executive branch.

The Commission shall consist of seven members appointed by the Mayor, pursuant to Section 3.100, for four-year terms. Members may be removed by the Mayor.

SEC. 8.103. LAW LIBRARY.

The San Francisco Law Library shall be under the management and control of the Board of Trustees, as established by act of the Legislature approved March 9, 1870. The Board shall consist of seven appointive members of the San Francisco bar, and the Mayor, the Presiding Judge and the three judges of the Appellate Department of the Superior Court, ex-officio. All vacancies on the Board shall be filled by the Board.

Pursuant to state law, the Board shall appoint and at its pleasure may remove a librarian, who shall be its executive officer. The Board shall have complete authority to manage its affairs consistent with this Charter and state law.

Compensation of Law Library personnel shall be fixed by the executive officer of the Law Library, with approval of the Board of Trustees. Subject to the budgetary and fiscal provisions of this Charter, the City and County shall continue to fund the salaries for at least the positions of Librarian, Assistant Librarian and Bookbinder.

Proposed Schedule

A Request For Proposals for the Post-Occupancy Evaluation of the Main Library is advertised and issued by the City on June 1, 1998

Proposers are encouraged to attend a pre-proposal conference on **June 15, 1998**, at 10a.m. to be held at the City Librarian's Conference Room, Main Library, 6th Floor 100 Larkin Street San Francisco, CA 94102. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact Michael Housh, Library Commission Secretary at (415) 557-4233.

The City will keep a record of all parties who request and receive copies of the RFP. Any requests for information concerning the RFP whether submitted before or after the pre-proposal conference, must be in writing, and any substantive replies will be issued as written addenda to all parties who have requested and received a copy of the RFP from the Public Library. Questions raised at the pre-proposal conference may be answered orally. If any substantive new information is provided in response to questions raised at the pre-proposal conference, it will also be memorialized in a written addendum to this RFP and will be distributed to all parties that received a copy of the RFP. No questions or requests for interpretation will be accepted after June 30, 1998.

B. Schedule

The anticipated schedule for selecting a consultant is shown below:

Proposal Phase	Date
RFP is advertised and issued by the City	June 1, 1998
Pre-proposal conference	June 15, 1998
Deadline for submission of written questions or requests for clarification	June 30, 1998
Proposals due	July 15, 1998
Oral interview with firms selected for further consideration	August 15, 1998
Selection of a proposer	September 1, 1998

C. Contract Award

A proposer will be selected with whom Public Library staff shall commence contract negotiations. If a satisfactory contract cannot be negotiated in a reasonable time the Public Library Commission in its sole discretion, may direct termination of negotiations with the highest ranked proposer and beginning of contract negotiations with the next highest ranked proposer.

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

L. Brown, Jr.

A. Higueras, A.I.A.

. Streets
sident

Agnos
K. Chin
A. Coulter
H. Llorente
Steiman
ioners

Minudri
City Librarian

Housh
ion Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, April 21, 1998

(Approved as amended May 21, 1998)

The San Francisco Public Library Commission held its regular meeting on Tuesday, April 21, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:46 PM by President Charles A. Higueras. Commissioners Agnos and Chin were noted excused attendance.
The following members were noted present: President Higueras and Commissioners Coulter, Llorente, Steiman and Streets.

APPROVAL OF MINUTES of the regular meeting of April 7, 1998

Commissioner Steiman requested the full name of the Library of Congress Name Authority Co-Operative project (NACO) be fully presented in the minutes and that the evaluation of the book conveyors system described in the City Librarian's Report mention that it was a 10 day evaluation. She also asked that specific mention be included under new business that the City Librarian would report at the first or second meeting of the Commission in May on the status of last year's audit recommendations.

MOTION: approval moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: An anonymous member of the public discussed presentations made to the commission by staff and others using video and other types of presentations and expressed a desire to have access to the library video projection system to make a presentation of a Channel 4 Report (the Sugerman Report on conditions in Brooks Hall) broadcast video to the Commission as part of his public comments. Mr. Peter Warfield inquired about corrected minutes, suggested that approved minutes with any corrections be included in Library Commission materials mailed out, and he also favored making available library technical resources to the members of the public to make or participate in presentations to the Commission on the same basis as available to library staff and commissioners as public comment.

ACTION: APPROVED Aye 5-0 (Coulter, Higueras, Llorente, Steiman, and Streets)

REQUEST FOR PROPOSALS POST-OCCUPANCY EVALUATION
Commission President Higueras discussed the current state of development of the draft Request for proposals. The Commission President mentioned that proposed text for the RFP was being reviewed by the City Attorney. He also presented a proposed schedule (copy attached) which would lead to selection of a firm to conduct the Post Occupancy Evaluation (POE) at the September meeting of the Commission. Commissioner Streets commented on the proposed pre-bid conference to be held on June 15, 1998.

Commissioner Llorente asked about E-mail comments on Dr. Cranz's second draft Request for Proposals (RFP) submitted by Mr. Bill Hale. As a revised draft of this language was unavailable, discussion of these issues was deferred to a future meeting.

Public Comment: Mr. Ed Regan asked that the public be informed concerning meetings held in the bid process for the Request for Proposals (RFP) for the Post-Occupancy Evaluation(POE).

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian responding to a request by Commissioner Streets presented a report on expenditures related to the Fuhrman Bequest. Ms. Minudri noted that the Library will seek to spend approx. $350,000 in Fuhrman Trust funds for appropriate library materials. She also reported on additional public funds spent during the past nine months on Fuhrman related materials as $89,000 at the Main Library for Fuhrman related periodicals and $80,000 on Fuhrman related monographs. The City Librarian also described public expenditures of $27,000 for Fuhrman related periodicals in branches, $32,000 in Fuhrman related materials for the Government Information Center, and $5,000 for Fuhrman related children's monographs totaling $233,000 in addition to the Fuhrman Trust expenditures. Ms. Minudri reported experiencing some difficulty in extracting the best estimates of Fuhrman and Fuhrman related expenditures due to the ways materials purchases are organized. The City Librarian proposed to write to the City Treasurer in her continuing effort to clarify the exact details of what moneys are available to the Library through the Fuhrman Trust. Commissioner Streets discussed the Commission's wish that it have as much information as possible regarding available Fuhrman funds and Commissioners rights and responsibilities as the fund's trustees. The City Librarian reported that the fine amnesty had been proceeding smoothly. It was noted that the oldest book returned had been 21 years overdue, (Tales of Edgar Allen Poe). Ms. Minudri reported amicable initial round discussions concerning a possible merger between the Library Foundation and Friends of the Public Library. As possible name for the new group, the Friends and Foundation of the San Francisco Public Library has been suggested. The City Librarian announced appointment of a 17 member staff fundraising task force with a six month timeline to propose a strategic plan addressing the entire range of fundraising issues. Ms. Minudri called attention to a departmental budget review with the Mayor's Budget staff to be held on April 27, 1998 and promised a further report on the annual budget process at a May Commission meeting. The City Librarian spoke about current developments regarding the proposed new Oceanview Branch Library. She reported that neighborhood views had been gathered at a recent meeting and strongly emphasized that the Library will include residents in planning the new facility. The City Librarian described a 4,300 sq. ft. structure and raised various issues, including high preliminary project costs, involved in creating the new building. She announced that she would be seeking an outside cost estimator to review the project and find ways to trim costs. Ms. Minudri informed the Commissioners that Ms. Maria Ayerdri would replace Ms. Marianne Conarroe as the Mayor's Liaison to the Library.

There was discussion of additional details of the Mayor's proposed timeline of October 29, 1999 to open a new Oceanview Branch and design information.

Public Comment: Mr. Ed Regan requested division of the report on annual library book expenditures according to fiction, nonfiction, and encyclopedias. An anonymous member of the public requested that a specific agenda item on the Fuhrman Fund be on calendar at a future meeting and discussed a view of how Fuhrman Fund moneys have been spent.

MISSION BRANCH RENOVATION
A report was presented by Mr. Roger Wong of the Department of Public Works on the progress during this month of renovation of the Mission Branch Library, (copy attached). Mr. Wong informed the Commissioners that the work was proceeding without significant delay or major budget increases. In response to questions from Commissioners, he described the details of the "caisson" work required due to significant surface water problems which raised the water table on the site. No additional measures were anticipated to address this issue. Commission Streets reminded Mr. Wong that the Commissioners had requested that a statement confirming of the library representative's approval of every change order be included in his monthly report. Mr. Wong agreed to include this information in all future reports. Commission President Higueras inquired about the breakdown of costs of change orders listed in the report and asked that a total of all approved change orders be included in future reports.

CITY ATTORNEY'S REPORT
Deputy City Attorney David Norman gave a report on the terms of the settlement of litigation concerning the new Main Library in the matters of Aderhollt Specialty Co. Inc. vs. North Bay Drywall, Inc., Huber, Hunt & Nichols, City & County of San Francisco et al. - Case #980-736 filed in San Francisco Superior Court; And: anticipated litigation: as defendant, cross defendant and/or cross complainant in Huber, Hunt, & Nichols vs. Pei, Cobb, Fried & Partners, Simon Martin-Vegue, Winkelstein & Moris in San Francisco Superior Court Case # 987-736. Mr. Norman informed the Commissioners of a settlement amount of $1.7 million awarded to the library in resolution of this matter. Mr. Norman reported that the outstanding issues remaining following the Commission's tentative approval of the settlement in January, a confidentiality clause and distribution of accumulated interest, have been favorably resolved. He further informed them that this settlement did not preclude future action to recover damages resulting from undiscovered or latent defects and suggested that the settlement largely protected the city and the library from future legal claims by other parties involving these issues. The Deputy City Attorney provided a legal overview of the issues, the points in law which supported the library's claims, and discussed the exhaustive year and one half efforts including resolving nearly $9 million in subcontractor claims. Mr. Norman called attention to a two day mediation effort among the parties resulted in a fair and equitable settlement.

Mr. Norman responded to a question from Commissioner Steiman affirming the Library's legal rights to pursue latent defects. The Commissioners discussed the potential impact of this settlement on problems that may be revealed in the course of the post-occupancy evaluation. Mr. Norman reported that the Library will net $1.7 million, an unusual situation in legal controversies of this kind.

Public comment: Mr. Peter Warfield spoke concerning the impact of the settlement on any problems that might come to light through the post-occupancy evaluation (POE) and asked if design issues were a part of the city's claim. An anonymous member of the public called attention to the Deputy City Attorney's description of his report as being "late" and discussed the legal rarity that a party involved in this sort of legal dispute being a net beneficiary of any mediated settlement.

Deputy City Attorney Burk Delventhal made a presentation to the Commission on the role, duties, rights , and responsibilities of commissioner under the new City Charter adopted in 1996. Mr. Delventhal described the role of commissions under the 1932 City Charter and what changes were brought about as a result of the charter reforms. He outlined the various views of commissions' role and relationships debated during the process of reworking the City Charter. He highlighted the 1996 City Charter's Section 4.102 describing commissions as policy bodies, subordinate only to action by the Board of Supervisors and the Mayor, in determining departmental policies. He pointed out the Board of Supervisors and the Mayor now have more direct authority over department. Department heads are more formally under the authority of the Mayor. Mr. Delventhal mention that the new City Charter reserves the right of removal of department head to the Commissions. The Deputy City Attorney described the budgetary role and changes in the authority of commissions and the mayor. Mr. Deventhal spoke further about what was meant by commissions functioning as policy bodies. The Deputy City attorney responded to an inquiry from Commissioners Steiman and Streets with further detail concerning the Commission's budgetary authority.

Public comment: An anonymous member of the public raised a question concerning the rights of the Board of Supervisors to inquire or investigate the affairs of city departments and regarding the Charter's requirement to produce and annual report. Mr. Ed Regan asked that the Commission publish its policies. Mr. Peter Warfield mentioned past inquiries about an annual report and about any penalties for violations of Charter provisions.

Mr. Delventhal reported that the Board of Supervisors has always had the authority to investigate any aspect of city government

The City Librarian introduced Ms. Adine Varah of the City Attorney's Office as replacing Deputy Sandy Schaefer in assisting the Commission

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Steiman requested that the Commission receive and act on the Strategic Plan proposed by the staff task force on fundraising issues. Commission Streets asked that the City Attorney provide information on the Fuhrman Trust and initiated a discussion of ways to better facilitate placing Commissioners' requests on future meeting agendas. The Deputy City Attorney suggested that the Commission follow the example of other commissions and set agenda items during the New Business item of the agenda. Commission President Higueras requested an agenda item for the next meeting on setting agenda items. He additionally asked the City Librarian about more significantly expanding the Commission's visibility on the Library Web page. The City Librarian proposed bringing revisions to the commission's site on the page to the Commission in two months when a staff working group studying a reconfiguration of the entire web site submits its recommendations. Commissioner Steiman suggested ways to improve the site based on her experience with other web sites.

Commissioner Llorente left the meeting at 7:25PM.

PUBLIC COMMENT

Mr. Ed Regan spoke in favor of increased hours of service and proposed parking be included at the new Oceanview Branch and any other new branches. An anonymous member of the public read from R.D. Lang's autobiography describing his thoughts concerning the value and importance of public libraries, his decision to become a writer, and the issue of human suffering. Mr. Peter Warfield spoke in favor of creating a system to place Commissioner's requests on the agenda, decried the absence of the term "book" on the web site or in the online data base, and requested that the library provide to members of the public use of video, projection, and other equipment in order to facilitate placing their presentations to the commission on an equal footing with those presented by library staff.

ADJOURNMENT: Upon a motion by Commissioner Streets, seconded by Commissioner Steiman the meeting was adjourned.

ACTION: Approved 4-0 (Aye - Coulter, Higueras, Steiman, and Streets).

The meeting was adjourned at 7:32PM

Michael Housh, Library Commission Secretary 5/22/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
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PUBLIC LIBRARY

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NOTICE OF CANCELED MEETING

e L. Brown, Jr.

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A. Streets
President

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NOTICE IS HEREBY GIVEN that the meeting of the *San Francisco Public Library Commission* scheduled for

Tuesday, May 5, 1998, at 5:30 PM

at the Main Library, Civic Center, has been canceled.

Michael Housh
Secretary, Library Commission

POSTED: May 1, 1998

Civic Center
San Francisco, California 94102
Telephone 415 557 4233

An item must meet specific criteria (e.g., sufficiently wide margins) to be considered for repair or binding. If a particular item does not meet the criteria for repair and conservation, or transfer, it will be considered for withdrawal based on the following factors:

a. Has the edition been superseded by a newer one?
b. Is the item worn, mutilated, or badly marked?
c. Does the system own multiple copies?
d. Is the content of quality and value?
e. Does the item, contain outdated or inaccurate information?
f. Is newer, more comprehensive, or more accessible material available?
g. How relevant is the subject matter to the community?
h. How often has item circulated?
i. Space considerations, particularly in branches.
j. Has the title been replaced in electronic format, available more universally or cheaply?
k. Do changing demographics of the community favor the retention or withdrawal of the item?

The decision to replace an item with an exact title match or within the subject area is based on the following factors:

a. Demand (or lack of demand) for specific titles and subjects.
b. Availability of specific title
c. Number of copies held systemwide.
d. Existing coverage of the subject within the collection.
e. Availability of newer, more comprehensive, or more accessible material.

Regina Minudri
City Librarian, San Francisco Public Library
100 Larkin St., San Francisco, CA 94102
415-557-4236, fax 415-557-4339

APPENDIX D

COLLECTION MAINTENANCE POLICY

POLICY: Librarians of the San Francisco Public Library ("SFPL") will weed materials collections in the main and branch libraries on a regular ongoing basis pursuant to the mission, goals and details of the SFPL Collection Development Plan.

RATIONALE: Regular and continual monitoring of the materials collections will insure that the library has up-to-date, changing and useful, and well-managed collections. Identifying items that hold an enduring value to the tradition and history of the community will provide a rich resource for the community to use and enjoy.

OVERVIEW: During the weeding process, items are systematically evaluated for discard, replacement, transfer, or repair based on standard professional library criteria. Factors that will influence the disposition of each item include (1) the acquisition and retention goals of the individual collections as stated in the SFPL Collection Development Plan; (2) the current program of service goals of the individual branch or main library department; (3) the existing or potential strength of the individual branch or main library department; (4) the existing or potential strength of the individual collection as it relates to the SFPL Collection Development Plan; and (5) the level of collection activity. While SFPL strives to hold copies of standard important works, SFPL (recognizing that retention of copies of all such works is neither possible nor desirable) does not attempt to replace every item withdrawn. Replacement materials will attempt to ensure sufficient, desirable coverage of the particular subject. Last copies are sent to subject specialists in the Main Library for review.

PROCESS: Specific details of the weeding process will be devised by the City Librarian or her designees to meet the needs of each individual collection as well as the needs of the aggregate of the collections which constitute the whole of SFPL material resources. Each weeding project is given careful consideration before the actual task begins. On-going weeding processes will follow these guides. Items will be systematically evaluated for discard, replacement, transfer or repair.

APPENDIX "D"

COLLECTION MAINTENANCE POLICY

Similarly Government Code Section 26201 permits county boards of supervisors to authorize "the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic reproduction of which is in the files of any officer or division of the county."

b. Microfilming or Alternate Means of Preservation Exceptions:

Government Code Sections 26205, applicable to counties, allows the boards of supervisors to authorize the destruction of records which are not expressly required by law to be file and preserved if they are first microfilmed or preserved on the county's electronic data-processing system, or reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards.

Section 26205.1 authorizes a board of supervisors to provide for the destruction of non-judicial records prepared or received pursuant to a state statute or county charter or expressly required by law to be filed and preserved so long a s a copy is maintained for use of the public--either on microfilm, electronic recorded video production, or in the electronic data-processing system or any other medium which does not permit the alteration of the record.

Section 34090.5, applicable to cities, allows the city officer having custody of public records to destroy such records without the approval of the legislative body or the written consent of the city attorney if they are reproduced in accordance with certain conditions very similar to those of Section 26205.1.

(a) Records affecting the title to real property or liens thereon.

(b) Court records.

(c) Records required to be kept by statute.

(d) Records less than two years old.

(e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

2. Government Code Section 26202's Two-Year Limitation:

Section 26202 of the California Government Code, pertaining to counties, allow the board of supervisors to "authorize the destruction of any record, paper, or document which is more than two years old and which was prepared or received in any manner other than pursuant to a state statute or county charter." Records more than two years old which were prepared or received pursuant to state statute or county charter may be destroyed without photocopying them "if the board determines by four-fifths (4/5) vote that the retention of any such record, paper or document is no longer necessary or required for county purposes."

3. Exceptions to the Two-Year Retention Requirement

a. Duplicate Copies Exceptions:

Section 34090.7 of the California Government Coded provides:

> Notwithstanding the provisions of Section 34090, the legislative body of a city may prescribe a procedure under which duplicates of city records less than two years old may be destroyed if they are no longer needed.

APPENDIX C

RELEVANT CALIFORNIA STATE PROVISIONS REGARDING RECORDS RETENTION

A. CALIFORNIA ATTORNEY GENERAL'S INTERPRETATION OF A "RECORD"

In 64 Ops. Cal Atty Gen. 317 (Opn. N. 80-1006), the Attorney General concluded:

> To summarize, we conclude that a "record" within the meaning of sections 6200 and 6201 as interpreted by judicial decisions, is properly defined as a thing which constitutes an objective lasting indication of a writing, event or other information which is in the custody of a public official and is kept either 1) because a law requires it to be kept or 2) because it is necessary or convenient to the discharge of the public officer's duties and was made or retained for the purpose of preserving its informational content for future reference.

B. STATE CODES HAVING TIME REQUIREMENTS FOR RECORDS RETENTION

1. Government Code Section 34090's Two-Year Limitation:

Section 34090 of the California Government Code, which governs cities, provides that records may not be destroyed if they are less than two years old. The provision reads:

> Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the City Attorney, the head of a city division may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required. This section does not authorize the destruction of:

APPENDIX "C"

STATE PROVISIONS REGARDING RECORD RETENTION

(3). If the Public Library declines to accept said historical material, or if the office of the Mayor declines to accept such items for sale purposes, any remaining such historical material may be offered to an historical society.

(4). After all the steps outlined above have been observed, any remaining historical records, as well as any large volume of records without historic significance which are to be destroyed, shall be offered for sale by the City Purchaser. The sales contract must provide that the buyer guarantees to the satisfaction of the City Purchaser that the records will be shredded beyond identification or otherwise destroyed beyond identification or otherwise destroyed within a short period of time after taking delivery.

4. The public interest requires that Records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster (hereinafter referred to as "Essential records") be preserved against possible destruction by fire, earthquake, flood, enemy attach or other cause. It shall be the duty of the City Librarian to develop a program for the selection and preservation of those Essential records and duplicates thereof in the same manner as provided for the storage of Permanent records.

D. OTHER PREREQUISITES AND REQUIREMENTS

All state, federal and local laws requiring retention of records must be complied with irrespective of the Administrative Code's authorization for destruction.

b. Current records and Storage records less than five years old may be destroyed or otherwise disposed of if:

(1) their destruction or other disposition within a shorter length of time would not be detrimental to the City and County or defeat any public purpose; and if

(2).the City Librarian has prepared a definitive description of such records and the applicable retention period and set forth such information in a in a schedule for the systematic retention and destruction of records. Such document must be approved by the Library Commission, approved by the City Attorney as to records of legal significance, approved by the Controller as to records relating to financial matters, and approved by the Retirement Board as to time rolls, time cards, payroll checks and related matters.

c. Permanent records and Essential records shall not be destroyed or otherwise disposed of unless they are first microfilmed or placed on an optical imaging storage system and the original film or tape is placed in a State-approved storage vault and a copy is delivered to the Library. The paper record can be destroyed if all these conditions are met.

d. Before any book, document, photograph, map, architectural drawing, record, bond certificate, or other material of historical significance is destroyed, the following procedure shall be observed:

(1). Such items shall be offered by the Library Commission to the San Francisco History Room of the San Francisco Library;

(2). Such items not accepted by the San Francisco Public Library may be sold by the office of the Mayor, together with copies thereof, under provisions of Section 8.12-2 of the Administrative Code;

c. **Permanent Records** defined. "Permanent records" are records required by law to be permanently retained. Unless otherwise required by law or regulation, permanent records shall be stored by microfilming the paper records or placing them on an optical imaging storage system, placing the original film or tape in State-approved storage vault and delivering a copy to the Library. The paper records may then be destroyed.

d. **Essential Records** defined. "Essential records are records essential to the continuity of government and the protection of the rights and interests of individuals.

C. RULES

1. The City Librarian shall be responsible for classifying the Library's records as Current, Storage or Permanent records.

2. The City Librarian shall be responsible for the preservation and proper filing of papers, film or other Records of the Library and the ultimate disposition of the same in accordance with the applicable law.

3. The City Librarian shall be responsible for preparing a schedule for the systematic retention and destruction of Records.

   a. Current records and Storage records may be destroyed five years after they were created if they have served their purpose and are no longer required for any public business or other public purpose, except that records pertaining to financial matters shall be destroyed only after approval by the Controller; those having legal significance only after approval by the City Attorney; and payroll checks, time cards and related documents only after approval by the Retirement Board. If requested by the Retirement Board, payroll checks, time cards and related documents shall be delivered to the Retirement Board instead of being destroyed.

APPENDIX B

RELEVANT ADMINISTRATIVE CODE PROVISIONS

A. SAN FRANCISCO ADMINISTRATIVE CODE'S RETENTION REQUIREMENTS FOR LIBRARY RECORDS

In compliance with Sections 8.2, 8.3, 8.4 and 8.9 of the San Francisco Administrative Code, the City Librarian must prepare and present to the Library Commission a schedule for the systematic retention and destruction of library records.

Prior to destroying any record, additional approval is necessary in some cases by the: (1) controller for financial records; (2) City Attorney for records of legal significance; and (3) Retirement Board for payroll checks, time cards and related documents.

B. DEFINITIONS

1. **Records** defined. "Records" shall mean such paper, book, photograph, film, sound recording, map, drawing or other document, or any copy thereof, as has been made or received by the Library in connection with the transaction of public business and may have been retained by the Library as evidence of the Library's activities, for the information therein, or to protect the legal or financial rights of the City and County or of persons directly affected by the activities of the City and County. (San Francisco Administrative Code, Section 8.1). Records shall be divided into the following four **classifications**:

    a. **Current Records** defined. "Current records" are records which for convenience, ready reference or other reason are retained in office space and equipment of the Library.

    b. **Storage Records** defined. "Storage records" are records which need not be retained in office space and equipment of the Library, but which must be, or should be, prudently preserved for a time or permanently in the facilities of a records center.

APPENDIX "B"

SAN FRANCISCO CHARTER AND ADMINISTRATIVE CODE PROVISIONS REGARDING RECORDS MANAGEMENT

3.6	Correspondence				
3.6.1	Files				
3.6.1.1	Incoming	Current	In Department or Branch	DH or BL	2 yr.
3.6.1.2	Outgoing	Current	In Department or Branch	DH or BL	2 yr.
3.6.1.3	Chron	Nonessential	In Department or Branch	Employee	No requirement
3.6.1.4	Personal	Nonessential	In Department or Branch	Employee	No requirement
3.7	Public Records Requests	Current	In Department or Branch	DH or BL	2 yr.
3.8	Additional records		In Department or Branch	DH or BL	As appropriate
4.0	Projects				
4.1	Grants				
4.1.1	Applications	Current	In Finance Office	CFO	2 or 5 yr.
4.1.2	Files	Current	In Finance Office	CFO	2 or 5 yr.
4.1.3	Reports	Current	In Finance Office	CFO	2 or 5 yr.
5.0	Statistical Information				
5.1	Circulation	Current	In CL Office	CFO	2 yrs.
5.2	Loan	Current	In CL Office	CFO	2 yrs.
5.3	Library cards	Current	In CL Office	CFO	2 yrs.

	3.2.1	Compiled	Current	In Office of Commission Sec.	Comm. Sec.	5-year
	3.2.2	Superseded	Current/Storage	In Personnel or CL[a] Office	CL or DH	Until superseded
	3.2.3	Administ.	Current	In Finance Office	CFO	As per controller
3.3	Budget					
3.4	Capital Improvements & Maintenance					
	3.4.1	Files	Current	In Operations Division	DH	2 or 5 yr.
	3.4.2	Reports	Current	In Operations Division	DH	2 or 5 yr.
	3.4.3	Bluprnts	Current	In Operations Division	DH	2 or 5 yr.
	3.4.4	Studies	Current	In Operations Division	DH	2 or 5 yr.
	3.4.5	Memos	Current	In Operations Division	DH	2 yr.
3.5	Personnel					
	3.5.1	Files	Current/Storage	In Personnel Office	DH	As per CCSF policy
	3.5.2	Announcements	Current	In Personnel Office	DH	2 yr.
	3.5.3	Training				
	3.5.3.1	Manuals	Current/Storage	In Personnel Office	DH	Until superseded
	3.5.3.2	Booklets	Current	In Personnel Office	DH	Until superseded
	3.5.3.3	Files	Current	In Personnel Office	DH	2 yr.
	3.5.3.4	Videos	Current	In Personnel Office	DH	2 or 5 yr.
	3.5.3.5	Software	Current	In Personnel Office	DH	Until superseded

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[a] City Librarian

2.5	Photographs and paintings	Current/Storage	In Departments and branches	DH or BL	See CMP
2.6	Audiotapes	Current/Storage	In Departments and branches	DH or BL	See CMP
2.7	Videos	Current/Storage	In Departments and branches	DH or BL	See CMP
2.8	Compact Discs	Current/Storage	In Departments and branches	DH or BL	See CMP
2.9	Microfilms; microfiche; mircroforms	Current/Storage	In Departments and branches	DH or BL	See CMP
2.10	Vertical files (clippings, fliers, brochures)	Current/Storage	In Departments and branches	DH or BL	See CMP
2.11	Archival files	Current/Storage/Essential	In Departments and branches	DH or BL	See CMP
2.12	CD Roms	Current	In Departments and branches	DH or BL	See CMP
2.13	On-line resources				
2.13.1	Databases	Current	In Department and Branches	DH or BL	Until superseded
2.13.2	Internet	Current	In Department and Branches	DH or BL	Until superseded
2.13.3	Digital images	Current	In Department and Branches	DH or BL	Until superseded
2.14	Computer records	Current	In Department and Branches	DH or BL	2 or 5 year
3.0	Administration				
3.1	Procedures				
3.1.1	Manuals	Current/Storage	In Department and Branches	Chief[7]	Until superseded
3.1.2	Memoranda	Current	In Department and Branches	DH or BL	Two-year
3.2	Policies and Directives				

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[7] chiefs of branches, Main or Technical. Services

APPENDIX A

TYPES OF RECORDS

Title			Classification[3]	Description	Maintained By	Retention
1.0	Card catalog (excluding on-line		Inactive			
	1.1	Card catalog				
		1.1.1 Old cards	Current	Contents (in Brooks Hall)	Chief of Main	Until superseded
		1.1.2 Departmental	Current	In Departments and branches	DH[4] or BL[5]	Until superseded
		1.1.3 On-line	Current	Software & hard copies	DH	Until superseded
	1.2	Shelf Lists	Current	Contents in depts. & branches	DH or BL	Until superseded
	1.3	Indexes	Current	Contents in depts. & branches	DH or BL	Until superseded
2.0	Collection					
	2.1	Books	Current	In Departments and branches	DH or BL	See CMP[6]
	2.2	Documents				
		2.2.1 U.S. (Not owned by SFPL)	Current/Storage/Essential	In Departments and branches	DH or BL	As required by Gov. guidelines
		2.2.2 State (Not owned by SFPL)	Current/Storage/Essential	In Departments and branches	DH or BL	As required by Gov. guidelines
		2.2.3 CCSF (Historical)	Current/Storage/Essential	In Departments and branches	DH or BL	See CMP
	2.3	Films (16 mm)	Current/Storage	In Departments and branches	DH or BL	See CMP
2.4	Musical scores and manuscripts		Current/Storage	In Departments and branches	DH or BL	See CMP

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[3] Current, Storage (Inactive), Permanent, Essential/Historical or Nonessential Record

[4] Department Head

[5] Branch Librarian

[6] Collection Management Procedure: As required by current, storag and essential record requirements. See Addendum D.

APPENDIX "A"

TYPES OF RECORDS

year, all inactive files shall be packed in boxes, properly labeled, deemed "storage records" and stored in (designate area) so as to create space for new files. At the end of the retention period, inactive files in storage shall be discarded.

APPROVED AS TO FORM:

LOUISE H. RENNE
City Attorney

By: Sandra K. Schaefer
SANDRA K. SCHAEFER
Deputy City Attorney

PREPARED AND SUBMITTED BY:

REGINA MINUDRI, ACTING CITY LIBRARIAN DATE

APPROVED BY:

CHARLES HIGUERAS, PRESIDENT DATE
LIBRARY COMMISSION

D. PROCEDURES

1. Record Categories

Records shall be organized into 5 major categories:

1.0 Card catalog (excluding on-line)
2.0 Collection
3.0 Administration
4.0 Project
5.0 Statistical Information

For a general description and retention period for each type of file, see APPENDIX A. Each Responsibility Center shall maintain files in categories applicable to its function. Additional Record Categories may be created to serve the specific needs of the Responsibility Center.

2. Maintenance and Training

Each division head or branch librarian shall personally (or designate a member of the Responsibility Center to) maintain and update its records. All employees of the Responsibility Center shall be trained (in a manner directed by the City Librarian) regarding the record systems, location of records and procedures governing retention, retrieval, disposition and destruction of records.

3. Storage and Space

Unless other instructions specific to certain records are provided:

a. Category 1.0 records shall be retained until superseded.

b. Category 2.0 records shall be handled under the SFPL Collection Management Policy. See Attachment #2.

c. Categories 3.0 through 5.0 records should be placed in drawers. At the end of each calendar or fiscal

- Phone message slips
- Calendars
- Daily diaries
- Notepads
- Personal files
- Chronological files
- Draft documents
- Personal notes of staff members which have been memorialized
- Letters and notes which require no follow-up.
- Other letters of inconsequential subject matter or which definitely close the cycle of correspondence and to which no further reference will be necessary
- Copies of interdivisional, interbranch or internal office correspondence where another copy of the same letter is on file
- Non-litigation files of staff no longer working in the office
- Duplicate copies of records or extra copies of documents kept only for reference. Computer or electronically stored word processing or data documents shall be considered duplicates; the hard copy of such documents shall be considered the record for the purpose of any retention requirement set forth herein. Such duplicates may be destroyed at the time.

4. Unlisted Unclassified records:

We recognize that records may be created after the adoption of this Schedule and prior to its being updated. Such records may not be listed under the categories contained in this schedule. The unlisted unclassified records may be destroyed at any time provided that they have been retained for the periods prescribed for records used for substantially similar purposes, and provided that retention of records pertaining to added services, functions and transactions which cannot be presently foreseen shall conform to the principles and policies cited here.

general, the division's records are retained and disposed of under one of the following three categories:

1. Five-year Retention Before Destruction

   This should be reserved for office files involving significant or recurring issues, research files which may have a future use, and some Category 1.0 and Category 2.0 records .

2. Two-year Retention Before Destruction

   Original records (not duplicate records or copies) should be retained for a minimum of two years.

3. Records Having No Legal Significance Which Need Not Be Retained and May Be Destroyed Upon Immediate End of Their Business Utility (at the discretion of originator or user or RC)

   Retention of many of SFPL's records created in the course of business is not necessitated by any prescribed legal, audit or management requirement. Certain records may be useful for current purposes but are of little or no value to the Library by time they are ten days, six months or one year old. These records include documents and papers generated purely for the convenience of the person generating them and draft documents which have been superseded by subsequent versions.

   No specific retention requirements or retention periods have been assigned to such documents. Instead, the originator, user or RC shall be responsible for determining when the document's business utility has ended.

   - Examples of items which have no legal significance and which may be routinely destroyed after they have served their business purpose include:

are an important means of ensuring efficiency, retention of valuable information, and space saving.

The Library has delegated the responsibility for developing the division's records retention schedule to each of the Library's branches and divisions. Each branch and division shall also be responsible for implementing and auditing this Schedule.

The compilation of the schedules submitted by the Library's various branches and divisions comprises the Library's official Records Retention, Disposition and Destruction Schedule.

C. POLICY FOR ESTABLISHING RETENTION PERIODS

The Library's policy is to retain records for the period of their immediate or current use unless longer retention is required for historical reference, contractual or legal requirements, or for other purposes as set forth herein.

Current and active records are kept as long as they are actively used, are pertinent or in effect, and have not been superseded by receipt of more up-to-date material.

Inactive records may be kept for a period of time either in the office space or in any Library's off-site storage facility if the law requires such retention, or if a future need is foreseen, or if they are needed for reference purposes. (Period must be determined by RC)

Records of continuing value (permanent, essential or historical) are scheduled for retention and preservation.[2]

All other records, including damaged, nonessential, obsolete or useless records, or records that are of no further business use, may be scheduled for disposal or destruction.

The wide range of current and inactive records requires a flexible approach to document retention and disposition. In

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[2] Federal Government documents in this category are kept by but do not belong to the Library. The retention and preservation of these documents are dictated by federal guidelines. City government documents belong to the Library and are handled in the same manner as Federal Government documents.

SAN FRANCISCO PUBLIC LIBRARY
RECORDS MANAGEMENT POLICIES AND PROCEDURES

LIBRARY PROCEDURE

RECORD RETENTION, DISPOSITION AND DESTRUCTION

Notwithstanding the provisions of any ordinance or resolution relating to the retention and destruction of records[1] under its control, the City Librarian of the San Francisco Public Library ("SFPL") is empowered to prepare and effect, after approval by the Library Commission, a systematic schedule (the "Schedule") for the retention or destruction of records maintained or in the possession of the SFPL.

The Library's Records Management Program is intended to provide a system for managing the selection and preservation of the essential records of the Library, to secure the safe storage of those records and to identify and destroy nonessential or obsolete records.

A. PURPOSE

To establish procedures for a Library-wide record retention, disposition and destruction system, and guidelines for adjustments applicable to individual divisions and branches within the framework of general library procedures.

B. DISCUSSION

The Library (as of 1998) is composed of 47 divisions and 26 branches each subdivided into different sections by disciplines or functions (individually, "Responsibility Center" or "RC"). Because of the wide range of activities, the SFPL generates a large number of records such as paper and computer files, policies, documents, books, maps and correspondence. Procedures for a Library-wide system and guidelines for individual divisions and branches to follow

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[1] Attached as Appendix B/C is a compendium of state and local laws and rules relating to document retention and destruction. To the extent inconsistent with this policy, federal, state and local rules and laws pertaining to document retention and destruction shall supersede this policy.

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
RE- REVISED MEETING SCHEDULE - 1998

Willie L. Brown, Jr.
Mayor

Charles A. Higufras, A.I.A.
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Steven A. Coulter
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
Acting City Librarian

Micha[illegible]ush
Commission Secretary

Commission Meeting
First Tuesday of the Month, 5:30 PM

June 3*; July 7; August 4; September 1; October 6; November 4*; December 1

Commission Meeting
Third Thursday of the Month, 5:30 PM

June 18; July 16; August 20; September 17; October 15; November 19; December 17

- Due to Election Day falling on the 1st Tuesday in June and November the Commission meeting will be held on the 1st Wednesday

M.Housh, Commission Secretary
5/18/98

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

AN FRANCISCO PUBLIC LIBRARY COMMISSION

ccessible Meeting Policy

o ensure the participation of the disabled public in all Commission public meetings, the following items concerning ccessibility will be available:

. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing mpaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be onored if possible.

. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and earing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will e honored if possible.

. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech npairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please ontact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the ccessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to ccommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various hemical-based products. Please help the City to accommodate these individuals.

. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic ommunity Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station s Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible ervice, please call 415/923-6142.

. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

now Your Rights Under The Sunshine Ordinance

overnment's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and ther agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are onducted before the people and that City operations are open to the people's review.

or more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or o report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

an Francisco Lobbyist Ordinance

ttention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be equired by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying ctivity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street 701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

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M. Culver

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San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

Willie L. Brown, Jr.
Mayor

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President

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Vice President

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Steven A. Coulter
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
Acting City Librarian

M[illegible]us Housh
Commission Secretary

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, May 21, 1998

TIME: 5:30 PM

PLACE: Koret Auditorium, Main Library, Civic Center

The meeting will be called to order
AGENDA:

1. **APPROVAL OF THE MINUTES**

   Presentation of, discussion of, and possible action to approve the minutes of regular Commission meeting of April 21, 1998. **ACTION**

2. **CITY LIBRARIAN'S REPORT**
   a). Report by Marcia Schneider, Chief of Branches/Community Relations

   b). Report by Roberto Esteves, Acting Chief of the Main

3. **MISSION BRANCH RENOVATION**
   Report by the Department of Public Works

4. **REVISED COMMISSION MEETING SCHEDULE** **ACTION**

5. **LIBRARY RECORDS RETENTION POLICY** **ACTION**

6. **LIBRARIANS' GUILD REPORT**

7. **NEW BUSINESS**
   (This item is to allow Commissioners to introduce new agenda items for consideration.)

8. **PUBLIC COMMENT**
   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **ADJOURNMENT (requires motion and public comment)** **ACTION**

5/15/98 - M.Housh, Commission Secretary

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

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San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Tuesday, May 21, 1998

The San Francisco Public Library Commission held its regular meeting on Tuesday, May 21, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:38 PM by President Charles A. Higueras. Commissioners Coulter and Streets were noted excused attendance, Commissioner Chin's possible delayed arrival was noted.
The following members were noted present: President Higueras and Commissioners Agnos, Llorente, and Steiman.

APPROVAL OF MINUTES of the regular meeting of April 21, 1998

MOTION: approval of the Minutes of April 21, 1998 was moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: Mr. Peter Warfield suggested including details of questions and answers in the Minutes, suggested clarification of building design issues mentioned in Deputy City Attorney Delventhal's remarks, and clarified that his proposal in the Minutes was that the Library make available technical resources to the members of the public to make or participate in presentations to the Commission as public comment on the same basis as staff or Commissioners. An anonymous member of the public complained that there was no description in the Minutes or in previous Minutes of a broadcast video, (Channel 4 , the Sugerman Report on conditions in Brooks Hall), he wished to present to the Commission as part of his public comments. The anonymous member of the public further complained that his comments in their entirety had not been included in previously amended Minutes. Mr. Timothy Gillespie complained that the Minutes fail to reflect speaker's intent, opined that in his view the Commissioners seem uninterested public comments, that respond should be made to remarks made during public comment, and requested that all motions be repeated to make clear their intent before being approved.

Commission President Higueras directed that clarifications requested by members of the public be included in the approved minutes.

ACTION: APPROVED Aye 4-0 (Agnos, Higueras, Llorente, and Steiman)

Commissioner Chin joined the meeting at 5:51 PM.

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri proposed to submit the Library's 1998-99 Draft Budget for the Commission's consideration at its June 3,1998 meeting. The City Librarian reported that the fine amnesty, (April 19-May 2) had been a moderate success, retrieving

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between 12,000 and 14, 000 overdue items. The oldest book returned was Tales of Edgar Allen Poe. Ms. Minudri noted that this rate of returned materials seemed to further indicate the accuracy of the Library's online catalog. The food drive was reported to have been very successful. She reported that a new Chief Financial Officer, Mr. George Nichols, had been selected and would begin work on June 8, 1998. Ms. Minudri mentioned her recent appearance before the Mayor's Fiscal Advisory Committee, (MFAC), providing an update on Library operations. The City Librarian announced that interviews for the position of Deputy City Librarian would be conducted on May 29 and June 8, 1998. She mentioned that both the Oakland and San Jose City Librarians as well as Commissioner Steiman and staff assessment panel would participate in the interview process for prospective candidates. Ms. Minudri indicated that the decision to select a candidate would be made shortly after the June 8th interview session. The City Librarian then called on Steven MacLaughlin, Library New Systems Services, to provide a demonstration of DRA Web 2 online systems. Mr. MacLaughlin accessed examples from other public library online systems and responded to questions about these models from Commissioners. An anonymous member of the public objected to the appropriateness of the demonstration as a part of the City Librarian's Report without a distinct notice in the meeting agenda. Deputy City Attorney Sandy Schaefer ruled it a proper subset of the City Librarian's report. The City Librarian outlined recent developments regarding the proposed new Oceanview Branch Library. Ms. Minudri reported on the continuing process for a possible merger between the Library Foundation and Friends of the Public Library. Ms. Minudri called attention to the selection of an experienced facilitator, Mr. David LaPiana, to move the discussions forward. Ms. Minudri observed that in order to make a graphical interface online system possible extensive expansion of T1 Lines requiring substantial investment in new equipment would be required. She expressed belief that these significant costs would require a phased in process to upgrade the Library's systems.

Ms. Marsha Schneider, Chief of Branches provided an overview of planning for the new Oceanview Branch facility to be constructed at 345 Randall Street. She described a 4,350 sq. ft. structure containing 1600 sq. ft. on the main floor. Ms. Schneider discussed the selection of Mr. Edgar Lopez as the architect and called attention to the neighborhood and weekly joint city staff meetings on the project. The Chief of Branches reported system-wide circulation statistics as 3.1 million items with overall circulation down 1.4%, down 2.68% branches and up 1.6 % at the Main. She attributed a significant part of the decrease to service dislocations due to the renovation of the Mission Branch. Ms. Schneider mentioned significant increased use at the Harvey Milk/Eureka Valley Branch (+24%), Ingleside (+14%), and senior bookmobile service (+2.5%). In response to a question from Commissioner Steiman, she indicated that staff outreach efforts at these branches had increased patronage. Ms. Schneider reported on programs and activities during the past month calling special attention to the last ZIZIVA program on May 14th, Asian/Pacific Heritage Month festivities, and a Human Rights and the Drug War exhibit and programs held in conjunction with the exhibit. 14. She noted docent gathered statistics showing this week of 150-200 visits per day to the Art.Rage.Us Exhibit.

Mr. Roberto Esteves, Chief of the Main noted the 2nd Anniversary of the opening of the Main Library in April and reported stabilized operations with an average daily use of 6,281 in April, with over 900 people per hour on some days. He reported that last month 1000 meeting room patrons had participated in 30 events and 14 municipal meetings. Mr. Esteves reported on the first in Library use statistics (copy attached) gathered since the transition to the new Main. These statistics demonstrated very significant in-building use of library materials. In response to an inquiry by Commissioner Agnos Mr. Esteves reported no information was available regarding how may patrons are San Francisco residents. In response to a question by Commissioner Steiman the Chief of the Main explained the relative decline in reported numbers of reference questions as being due to changes in how the Library defines policy/procedural and reference questions. Thusly, the numbers of reference questions appear to have declined when they have in fact increased as many of these information requests are now defined as policy/directional questions. Reference numbers for databases and online use are not yet included in these statistics. This survey can constitute as baseline for future measurement. Mr. Esteves announced that a Library of Congress program has made available an entire online catalog and ordering service serving our Library for the Blind thus saving our Library the great difficulty and expense of creating one. The Chief of the Main reported that the Arts Program Committee of the Arts Commission has approved acceptance of the gift of a mural from the Mexican government by famed artist Enrique Chagoya for installation in the Grove Street entrance of the Main Library. Mr. Esteves presented a brief video showing the proposed work featuring the names of famed Latino writers. He outlined the approval process for receiving this work of art. Mr. Chagoya has been invited to make a presentation on the proposed mural at a June commission meeting.

Public Comment: An anonymous member of the public presented his view of the legislative intent and rationale for requiring public comment, noted the lack of mention of the Post Occupancy Evaluation (POE), and expressed a concern about the Drug War and Human Rights Exhibit. Ms. Detje Boler complained about too many issues being raised in the City Librarian's Report, suggested that the Commission only accept works of art for temporary display, expressed her view that the public was charged too many fees to use Main Library spaces, discussed her difficulties in using point and click online systems, and inquired concerning the background and process used to gather the in-library use statistics reported. Mr. Peter Warfield complained about lack of detail in the agenda and criticized features of the online systems as presented in the DRA demonstration. Mr. Timothy Gillespie asserted that the informational presentation of online systems was improper, that the City Attorney's advice was incorrect, and that the listed Chief of Branches' report was less significant in his view than the informational demonstration presented to the Commission in his understanding of the law.

The Commission President and several Commissioners noted that the DRA demonstration was purely informational and that no plan existed to implement any of these systems presently. Deputy City Attorney Sandy Schaefer noted that informational reports are permissible, but extended discussion is more properly addressed by scheduling specific agenda item for substantive discussion. Additionally, Commissioner Steiman requested additional future informational demonstrations be provided to the Commissions.

MISSION BRANCH RENOVATION

A report was presented by Mr. Roger Wong of the Department of Public Works on the progress during May of renovation of the Mission Branch Library, (copy attached). Mr. Wong informed the Commissioners that the work was proceeding on schedule. The first floor is completed. Overall construction is 43% complete. No new change orders have been submitted. $56,013 dollars in total changes orders. Commission Chin inquired about any new costs. Commission President Higueras asked about the availability of a finished materials and color board. Mr. Wong indicated it was done.

Public comment: Mr. Ed Regan requested that a pamphlets and encyclopedia rooms be provided in the renovated Mission Branch and the new Oceanview branch.

REVISED COMMISSION MEETING SCHEDULE

The Commission was asked to approve a revised meeting schedule (copy attached)

MOTION: Approval as submitted was moved by Commissioner Chin, seconded by Commissioner Steiman

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

RECORDS MANAGEMENT POLICIES AND PROCEDURES

The City Librarian introduced discussion of the proposed records management policy with an outline of the elements of the policy. She particularly called attention to her recommendation that the description of pre-1992 card catalog be changed to list it as a permanent record. The City Librarian restated that it is her position that the pre-1992 card catalog be retained and used as outlined in current policy as directed by the Commission. Deputy City Attorney Sandy Schaefer noted and recommended various changes in wording in the draft policy that would consistently describe the card catalog as a permanent record. The City Librarian expressed her view that the pre-1992 card catalog was of note only as an historical and cultural artifact and that current arrangements for its placement and use should remain unaltered. Ms. Minudri then when on the discuss the extensive staff efforts involved suggesting language in Appendix D related to records management and retention. She noted that it is unusual to include what is essentially a collections management issue in a records management policy. However, because the City Attorney indicated that it was necessary, language developed in a series of workshops by over 100 San Francisco Librarians responsible for maintaining collections under the leadership of Anne Roughton, Materials Selections Officer is being included in this policy proposal. Library Branch Selections Officer Ann Kincaid, proposed a similar policy addressing the special needs of branch collections during this same period. The collections maintenance policy developed was then gathered as a revised draft by Ms. Roughton. It was circulated to the Library's Administrative Policy Group, and the City Librarian's Policy Advisory Group for comments, suggestions, and revisions. The City librarian reported that Ms. Roughton then re-drafted a suggested general collections management policy for the Library which was submitted to the City Attorney for final drafting. Following the Commission's adoption of this general policy, individual department's will develop collections management policies specific to their department's needs. Ms. Minudri described this policy as setting minimum standards for records management and retention. Deputy City Attorney Schaefer outlined the State law, City Administrative Code requirements, and Library Commission, administration, and staff duties and responsibilities under the law and in the proposed policy. Ms. Schaefer discussed in detail aspects of the policy proposed and responded to Commissioners questions. The City Librarian further discussed aspects such as weeding policies, related costs, and other items in the general collections maintenance policy proposed in Appendix D.

> **MOTION;** Approval of the proposed policy, changing section C to read
>
> c. **Permanent Records** defined. "Permanent records" are records required by law or Commission action to be permanently retained. Unless otherwise required by law or regulation, permanent records shall be stored in their original form or by microfilming the paper records or placing them on an optical imaging storage system, placing the original film or tape in State-approved storage vault and delivering a copy to the Library. The paper records may then be destroyed.

and any related references to card catalog, moved by Commissioner Steiman, seconded by Commissioner Agnos.

Public comment: An anonymous member of the public discussed the significance of the card catalog and expressed concern that the proposed policy imposed no outside overview on official's decision to retain or dispose of certain records. Mr. Ed Regan requested a annual listing of all fiction and non-fiction books weeded, opposed use of circulation as the basis for discarding books, and requested that copies of the United States Government Manuel be kept available at all branches. Mr. Jim Kirwin spoke about a San Francisco Public Library Collections Development Plan, how the proposed records management policy applied to the Library's collections, and regarding the card catalog as a better work of art than the Enrique Chagoya mural proposed for acceptance. Mr. Peter Warfield expressed concern that the proposed policy in his view lacked requirements for documentation of the process for elimination of items, opposed individual library departments having authority over their department's removal policies, criticized multiple instances of what he believed to be vague authority to eliminate records, and objected to the sufficiency of notice on this item. Ms. Adine Varah, Special Assistant to the City

Attorney and Deputy City Attorney Sandy Schaefer confirmed that the item had been properly noticed. Mr. Timothy Gillespie objected to reference to provision of information to the public “as a courtesy”, acknowledged the possibility of human error in sending out information, described the proposed draft as a pastiche and recommended it be put over for further suggestions, consideration, and review in a month or two. An unidentified member of the public urged delay in approval of the policy for further consideration.

Ms. Detje Boler expressed continuing concern over the overlapping topic areas included in the proposed policy, use of technology as a record keeper, differences between card catalog and online catalog record retention, confusing references to various record types in the proposed policy, the importance of keeping records of books after they are removed, particularly last copies of books, and urged delay in approval of the proposed policy. Ms. Suzanne Slade recommended caution concerning the viability and durability of current records using technology rather than paper. Ms. Melissa Riley, branch librarian, recommended delay in approval of the proposed policy as staff could become confused regarding their responsibilities with a policy of minimum standards, questioned the reliability of some technological used in some current records, and noted potential problems with retaining records deriving from non-library databases.

Commissioner Chin noted that the proposed policy neglected to include mention of periodicals and journals and recommended adding them to the policy. Deputy City Attorney Sandy Shaefer proposed addition of a section for periodicals and journals

2.2.4 Periodicals and Journals **Current/Storage/Essential**

The addition was made without objection.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

MOTION: Commissioner Llorente, seconded by Commissioner Chin moved that the City Librarian bring a comprehensive progress report on the implementation of the records policy to the Commission within six months or by its November 19th Commission meeting or sooner if problems develop.

Public comment: Ms. Detje Boler described the proposed report as ineffective because records destroyed under the approved policy could not be recovered after the fact, that she still had fears that the card catalog could be eliminated through microfilming its contents. An anonymous member of the public expressed his concern that problems would not be reported because there is no oversight of those who are empowered to eliminate their own records. Mr. Peter Warfield suggested documentation of policies put in place, items destroyed, and documentation of various procedures created. Mr. Tom Carey, Main Library Staff asked about any existing Library Records Policy and about the retention of Library records. An unidentified member of the public suggested that no problems will be reported by staff, that a six month delay will allow elimination of records, and that the policies were too hastily adopted.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Steiman requested that additional demonstrations of online systems such as the New York City Library online system or other similar online systems be presented to the Commission at future Library Commission meeting.

Public comment: Mr. Peter Warfield called for a comprehensive review of online catalog issues and a report on current catalog improvements.

PUBLIC COMMENT

An anonymous member of the public clarified his reference to the Drug War and Human rights issue referring to it as inflammatory, discussed his comments on the appropriateness of discussion during the presentation of online catalog systems, and on the struggles needed to establish the privileges of members of the public to participate democratically. Mr. Ed Regan requested extension of hours for the Main and the branches, and called for the creation of a Commission Committee on building of large new branches with parking. Mr. Timothy Gillespie commented that he believed that the City Librarian had no intention of eliminating the card catalog, recalled that there had been discussion of microfilming the pre-1992 card catalog, and requested information concerning the whereabouts of a Commission meeting tape. Mr. Peter Warfield discussed his positive experiences in finding many interesting, old, and rare books in the Library and expressed a hope that these materials would not be discarded under the new records retention policy and would prefer that all such decisions be subject to review. Ms. Detje Boler asked that the Commission schedule a future agenda item to discuss books weeded from the collection or a discussion of the status of the book collection.

ADJOURNMENT: Upon a motion by Commissioner Llorente, seconded by Commissioner Agnos the meeting was adjourned.

ACTION: Approved 5-0 (Aye - Agnos, Chin, Higueras, and Steiman).

The meeting was adjourned at 9:08PM

Michael Housh, Library Commission Secretary 5/29/98

Please note: These a draft Minutes subject to revision by the Library commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, May 21, 1998
(approved as amended June 3, 1998)

The San Francisco Public Library Commission held its regular meeting on Thursday, May 21, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:38 PM by President Charles A. Higueras. Commissioners Coulter and Streets were noted excused attendance, Commissioner Chin's possible delayed arrival was noted.
The following members were noted present: President Higueras and Commissioners Agnos, Llorente, and Steiman.

APPROVAL OF MINUTES of the regular meeting of April 21, 1998

MOTION: approval of the Minutes of April 21, 1998 was moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: Mr. Peter Warfield suggested including details of questions and answers in the Minutes, suggested clarification of building design issues mentioned in Deputy City Attorney Delventhal's remarks, and clarified that his proposal in the Minutes was that the Library make available technical resources to the members of the public to make or participate in presentations to the Commission as public comment on the same basis as staff or Commissioners. An anonymous member of the public complained that there was no description in the Minutes or in previous (4/7/98) Minutes of a broadcast video, (Channel 4 , the Sugerman Report on conditions in Brooks Hall), he wished to present to the Commission as part of his public comments. Mr. Timothy Gillespie complained that the Minutes fail to reflect speaker's intent, opined that in his view the Commissioners seem uninterested public comments, that response should be made to remarks made during public comment, and requested that all motions be repeated to make clear their intent before being approved.

Commission President Higueras directed that clarifications requested by members of the public be included in the approved minutes.

ACTION: APPROVED Aye 4-0 (Agnos, Higueras, Llorente, and Steiman)

Commissioner Chin joined the meeting at 5:51 PM.

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri proposed to submit the Library's 1998-99 Draft Budget for the Commission's consideration at its June 3,1998 meeting. The City Librarian reported that the fine amnesty, (April 19-May 2) had been a moderate success, retrieving

between 12,000 and 14, 000 overdue items. The oldest book returned was Tales of Edgar Allen Poe. Ms. Minudri noted that this rate of returned materials seemed to further indicate the accuracy of the Library's online catalog. The food drive was reported to have been very successful. She reported that a new Chief Financial Officer, Mr. George Nichols, had been selected and would begin work on June 8, 1998. Ms. Minudri mentioned her recent appearance before the Mayor's Fiscal Advisory Committee, (MFAC), providing an update on Library operations. The City Librarian announced that interviews for the position of Deputy City Librarian would be conducted on May 29 and June 8, 1998. She mentioned that both the Oakland and San Jose City Librarians as well as Commissioner Steiman and staff assessment panel would participate in the interview process for prospective candidates. Ms. Minudri indicated that the decision to select a candidate would be made shortly after the June 8th interview session. The City Librarian then called on Steven MacLaughlin, Library New Systems Services, to provide a demonstration of DRA Web 2 online systems. Mr. MacLaughlin accessed examples from other public library online systems and responded to questions about these models from Commissioners. An anonymous member of the public objected to the appropriateness of the demonstration as a part of the City Librarian's Report without a distinct notice in the meeting agenda. Deputy City Attorney Sandy Schaefer ruled it a proper subset of the City Librarian's report. The City Librarian outlined recent developments regarding the proposed new Oceanview Branch Library. Ms. Minudri reported on the continuing process for a possible merger between the Library Foundation and Friends of the Public Library. Ms. Minudri called attention to the selection of an experienced facilitator, Mr. David LaPiana, to move the discussions forward. Ms. Minudri observed that in order to make a graphical interface online system possible extensive expansion of T1 Lines requiring substantial investment in new equipment would be required. She expressed belief that these significant costs would require a phased in process to upgrade the Library's systems.

Ms. Marsha Schneider, Chief of Branches provided an overview of planning for the new Oceanview Branch facility to be constructed at 345 Randall Street. She described a 4,350 sq. ft. structure containing 1600 sq. ft. on the main floor. Ms. Schneider discussed the selection of Mr. Edgar Lopez as the architect and called attention to the neighborhood and weekly joint city staff meetings on the project. The Chief of Branches reported system-wide circulation statistics as 3.1 million items with overall circulation down 1.4%, down 2.68% branches and up 1.6 % at the Main. She attributed a significant part of the decrease to service dislocations due to the renovation of the Mission Branch. Ms. Schneider mentioned significant increased use at the Harvey Milk/Eureka Valley Branch (+24%), Ingleside (+14%), and senior bookmobile service (+2.5%). In response to a question from Commissioner Steiman, she indicated that staff outreach efforts at these branches had increased patronage. Ms. Schneider reported on programs and activities during the past month calling special attention to the last Ziziva program on May 14th, Asian/Pacific Heritage Month festivities, and a Human Rights and the Drug War exhibit and programs held in conjunction with the exhibit. She noted docent gathered statistics as showing 150-200 visits per day this week to the Art.Rage.Us Exhibit.

Mr. Roberto Esteves, Chief of the Main called attention to the 2nd Anniversary of the opening of the Main Library in April and reported stabilized operations with an average daily use of 6,281 in April, with over 900 people per hour on some days. He reported that last month 1000 meeting room patrons had participated in 30 events and 14 municipal meetings. Mr. Esteves reported on the first in Library use statistics (copy attached) gathered since the transition to the new Main. These statistics demonstrated very significant in-building use of library materials. In response to an inquiry by Commissioner Agnos, Mr. Esteves reported no information was available regarding how may patrons are San Francisco residents. In response to a question by Commissioner Steiman the Chief of the Main explained the relative decline in reported numbers of reference questions as being due to changes in how the Library defines policy/procedural and reference questions. Thusly, the numbers of reference questions appear to have declined when they have in fact increased as many of these information requests are now defined as policy/directional questions. Reference numbers for databases and online use are not yet included in these statistics. This survey can constitute as baseline for future measurement. Mr. Esteves announced that a Library of Congress program has made available an entire online catalog and ordering service serving our Library for the Blind thus saving our Library the great difficulty and expense of creating one. The Chief of the Main reported that the Arts Program Committee of the Arts Commission has approved acceptance of the gift of a mural from the Mexican government by famed artist Enrique Chagoya for installation in the Grove Street entrance of the Main Library. Mr. Esteves presented a brief video showing the proposed work featuring the names of famed Latino writers. He outlined the approval process for receiving this work of art. Mr. Chagoya is to be invited to make a presentation on the proposed mural at a June commission meeting.

Public Comment: An anonymous member of the public presented his view of the legislative intent and rationale for requiring public comment, noted the lack of mention of the Post Occupancy Evaluation (POE), and expressed a concern about the Drug War and Human Rights Exhibit. Ms. Detje Boler complained about too many issues being raised in the City Librarian's Report, suggested that the Commission only accept works of art for temporary display, expressed her view that the public was charged too many fees to use Main Library spaces, discussed her difficulties in using point and click online systems, and inquired concerning the background and process used to gather the in-library use statistics reported. Mr. Peter Warfield complained about lack of detail in the agenda and criticized features of the online systems as presented in the DRA demonstration. Mr. Timothy Gillespie asserted that the informational presentation of online systems was improper, that the City Attorney's advice was incorrect, and that the listed Chief of Branches' report was less significant in his view than the informational demonstration presented to the Commission in his understanding of the law.

The Commission President and several Commissioners noted that the DRA demonstration was purely informational and that no plan existed to implement any of these systems presently. Deputy City Attorney Sandy Schaefer noted that informational reports are permissible, but extended discussion is more properly addressed by scheduling specific agenda item for substantive discussion. Additionally, Commissioner Steiman requested additional future informational demonstrations be provided to the Commissioners.

MISSION BRANCH RENOVATION

A report was presented by Mr. Roger Wong of the Department of Public Works on the progress during May of renovation of the Mission Branch Library, (copy attached). Mr. Wong informed the Commissioners that the work was proceeding on schedule. The first floor is completed. Overall construction is 43% complete. No new change orders have been submitted. $56,013 in total project changes orders was reported. Commissioner Chin inquired about any new costs. Commission President Higueras asked about the availability of a finished materials and color board. Mr. Wong indicated it was done.

Public comment: Mr. Ed Regan requested that pamphlet and encyclopedia rooms be provided in the renovated Mission Branch and at the new Oceanview branch.

REVISED COMMISSION MEETING SCHEDULE

The Commission was asked to approve a revised meeting schedule (copy attached)

MOTION: Approval as submitted was moved by Commissioner Chin, seconded by Commissioner Steiman

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

RECORDS MANAGEMENT POLICIES AND PROCEDURES

The City Librarian introduced discussion of the proposed records management policy with an outline of the elements of the policy. She particularly called attention to her recommendation that the description of pre-1992 card catalog be changed to list it as a permanent record. The City Librarian restated that it is her position that the pre-1992 card catalog be retained and used as outlined in current policy as directed by the Commission. Deputy City Attorney Sandy Schaefer noted and recommended various changes in wording in the draft policy that would consistently describe the card catalog as a permanent record. The City Librarian expressed her view that the pre-1992 card catalog was of note only as an historical and cultural artifact and that current arrangements for its placement and use should remain unaltered. Ms. Minudri then when on the discuss the extensive staff efforts involved suggesting language in Appendix D related to records management and retention. She pointed out that it is unusual to include essentially a collections management issue in a records management policy. However, because the City Attorney indicated that it was necessary, language developed in a series of workshops by over 100 San Francisco librarians responsible for maintaining collections under the leadership of Anne Roughton, Materials Selections Officer is being included in this policy proposal. Library Branch Selections Officer Ann Kincaid, proposed a similar policy addressing the special needs of branch collections during this same period. The collections maintenance policies developed were then gathered as a revised draft by Ms. Roughton. It was circulated to the Library's Administrative Policy Group, and the City Librarian's Policy Advisory Group for comments, suggestions, and revisions. The City Librarian reported that Ms. Roughton then re-drafted a suggested general collections management policy for the Library which was submitted to the City Attorney for final drafting. Following the Commission's adoption of this general policy, individual department's will develop collections management policies specific to their department's needs. Ms. Minudri described this policy as setting minimum standards for records management and retention. Deputy City Attorney Schaefer outlined the State law, City Administrative Code requirements, and Library Commission, administration, and staff duties and responsibilities under the law and in the proposed policy. Ms. Schaefer discussed in detail aspects of the policy proposed and responded to Commissioners questions. The City Librarian further discussed aspects such as weeding policies, related costs, and other items in the general collections maintenance policy proposed in Appendix D.

> **MOTION;** Approval of the proposed policy, and redefining the card catalog as a permanent record, and changing section C to read
>
> c. **Permanent Records** defined. "Permanent records" are records required by law or Commission action to be permanently retained. Unless otherwise required by law or regulation, permanent records shall be stored in their original form or by microfilming the paper records or placing them on an optical imaging storage system, placing the original film or tape in State-approved storage vault and delivering a copy to the Library. The paper records may then be destroyed.

moved by Commissioner Steiman, seconded by Commissioner Agnos.

Public comment: An anonymous member of the public discussed the significance of the card catalog and expressed concern that the proposed policy imposed no outside overview on officials' decisions to retain or dispose of records. Mr. Ed Regan requested a annual listing of all fiction and non-fiction books weeded, opposed use of circulation as the basis for discarding books, and requested that copies of the United States Government Manuel be kept available at all branches. Mr. Jim Kirwin spoke about a San Francisco Public Library Collections Development Plan, how the proposed records management policy applied to the Library's collections, and regarding the card catalog as a better work of art than the Enrique Chagoya mural proposed for acceptance. Mr. Peter Warfield expressed concern that the proposed policy in his view lacked requirements for documentation of the process for elimination of items, opposed individual library departments having authority over their department's removal policies, criticized multiple instances of what he believed to be vague authority to eliminate records, and objected to the sufficiency of notice on this item. Ms. Adine Varah, Special Assistant to the City Attorney and Deputy

City Attorney Sandy Schaefer confirmed that the item had been properly noticed. Mr. Timothy Gillespie objected to reference to provision of information to the public "as a courtesy", acknowledged the possibility of human error in sending out information, described the proposed draft as a pastiche and recommended it be put over for further suggestions, consideration, and review in a month or two. An unidentified member of the public urged delay in approval of the policy for further consideration. Ms. Detje Boler expressed continuing concern over the overlapping topic areas included in the proposed policy, use of technology as a record keeper, differences between card catalog and online catalog record retention, confusing references to various record types in the proposed policy, the importance of keeping records of books after they are removed, particularly last copies of books, and urged delay in approval of the proposed policy. Ms. Suzanne Slade recommended caution concerning the viability and durability of current records using technology rather than paper. Ms. Melissa Riley, branch librarian, recommended delay in approval of the proposed policy as staff could become confused regarding their responsibilities with a policy of minimum standards, questioned the reliability of some technological used in some current records, and noted potential problems with retaining records deriving from non-library databases.

Commissioner Chin noted that the proposed policy neglected to include mention of periodicals and journals and recommended adding them to the policy. Deputy City Attorney Sandy Shaefer proposed addition of a section for periodicals and journals

2.2.4 Periodicals and Journals **Current/Storage/Essential**

The addition was made without objection.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

MOTION: Commissioner Llorente, seconded by Commissioner Chin moved that the City Librarian bring a comprehensive progress report on the implementation of the records policy to the Commission within six months or by its November 19th Commission meeting or sooner if problems develop.

Public comment: Ms. Detje Boler described the proposed report as ineffective because records destroyed under the approved policy could not be recovered after the fact and that she still had fears that the card catalog could be eliminated through microfilming its contents. An anonymous member of the public expressed his concern that problems would not be reported because there is no oversight of those who are empowered to eliminate their own records. Mr. Peter Warfield suggested documentation of policies put in place, items destroyed, and documentation of various procedures created. Mr. Tom Carey, Main Library Staff asked about any existing Library Records Policy and about the retention of Library records. An unidentified member of the public suggested that no problems will be reported by staff, that a six month delay will allow elimination of records, and that the policies were too hastily adopted.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Steiman requested that additional demonstrations of online systems such as the New York City Library online system or other similar online systems be presented to the Commission at a future Library Commission meeting. .

Public comment: Mr. Peter Warfield called for a comprehensive review of online catalog issues and a report on current catalog improvements.

PUBLIC COMMENT

An anonymous member of the public clarified his reference to the Drug War and Human rights issue referring to it as inflammatory, discussed his comments on the appropriateness of discussion during the demonstration of online catalog systems, and on the struggles needed to establish the privileges of members of the public to participate democratically. Mr. Ed Regan requested extension of hours for the Main and the branches and called for the creation of a Commission Committee on building of large new branches with parking. Mr. Timothy Gillespie commented that he believed that the City Librarian had no intention of eliminating the card catalog, recalled that there had been discussion of microfilming the pre-1992 card catalog, and requested information concerning the whereabouts of a Commission meeting tape. Mr. Peter Warfield discussed his positive experiences in finding many interesting, old, and rare books in the Library and expressed a hope that these materials would not be discarded under the new records retention policy and would prefer that all such decisions be subject to review. Ms. Detje Boler asked that the Commission schedule a future agenda item to discuss books weeded from the collection or a discussion of the status of the book collection.

ADJOURNMENT: Upon a motion by Commissioner Llorente, seconded by Commissioner Agnos the meeting was adjourned.

ACTION: Approved 5-0 (Aye - Agnos, Chin, Higueras, and Steiman).

The meeting was adjourned at 9:08PM

Michael Housh, Library Commission Secretary 6/4/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

1st Posted 5/29/98
DOCUMENTS DEPT.
JUN 01 1998
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

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NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Wednesday, June 3, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order
AGENDA:

1. **APPROVAL OF THE MINUTES**

   Presentation of, discussion of, and possible action to approve the minutes of regular Commission meeting of May 21, 1998. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by City Librarian Regina Minudri

   Presentation of a proposed 1998-99 Library Budget

   Presentation and discussion of the Grants Activities Report

   Presentation and discussion of a Fuhrman Trust Report

3. **'98-'99 LIBRARY BUDGET** **ACTION**
   Discussion and possible action to approve the proposed 1998-99 Budget for the Library.
   As details of the proposed '98-99 Library Budget will not be released by the Mayor's Budget Office until June 1, 1998, they will be made available at the meeting.

4. **COMMISSIONERS AND TRUSTEES CONFERENCE**
   Report by Commissioner Steiman and discussion of her report.

5. **ART GIFT ACCEPTANCE** **ACTION**
   Presentation of, discussion of, and possible acceptance of an Enrique Chagoya Mural.

6. **LIBRARIANS' GUILD REPORT**

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

7. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **ADJOURNMENT** (requires motion and public comment) **ACTION**

5/29/98 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech npairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please ontact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the ccessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to ccommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various hemical-based products. Please help the City to accommodate these individuals.

. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic ommunity Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible ervice, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

now Your Rights Under The Sunshine Ordinance

overnment's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and her agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are onducted before the people and that City operations are open to the people's review.

or more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

an Francisco Lobbyist Ordinance

tention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be quired by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying tivity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street 01, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

/27/97

. Culver

San Francisco Public Library
Status Report on Grant Funded Programs

May 22, 1998

I) Active Grants & Projects

1) Project Title: **Library Literacy Service program**
Funding Agency: California State Library
Project Manager: Ana Linder
Status: Active
Amount of Grant: $61,417
Length of Grant: 10/1/97 thru 9/30/98

Project Summary: Outreach for Project Read, to invite new learners to the program; Tutoring services for adult non-readers. Friends of the Library advances funding to enable seamless continuation of this project, and are reimbursed through this grant.

Expenditure Overview:
95% Operation
5% Indirect

Budgeted Staff:
.5 FTE Tutor/Student Manager
.75 FTE Outreach Worker
3 Trainers (hourly @55 hours each)

2) Project Title: **San Francisco Electronic Library**
Funding Agency: National Science Foundation
Project Manager: Sybil Boutilier/Toni Bernardi
Status: Active
Amount of Grant: $254,438
Length of Grant: 10/1/96 - 9/30/97 + extension to 6/30/99

Project Summary: 1) To provide access to a wide range of independent learning and knowledge materials through the use of electronic, digital, online resources for children and youth. 2) Provide orientation, training & support for users while providing a valuable mentoring experience and training for youthful volunteers. 3) Train Librarians to include the use of automated systems and computer technology to access local materials, retrieve remote materials, search the Internet and integrate electronic materials and resources in their reference strategies. 4) Educate teachers about available resources & methods to integrate electronic materials into standard curriculum. 5) Collaborate with community partners to provide experience of high-end multimedia uses of computer technology for children. 6) Equalization of service in Branches.

Expenditure Overview:	41%	Salaries
	18%	Equipment
	3%	Conference participation/dissemination
	16%	Participant support
	14%	Direct costs: materials, consultants, programming & training materials
	4%	Indirect
Budgeted Staff:	1 FTE	3630
	1 FTE	1820
	.50 FTE	1012

3) Project Title: **MURL Collection Development**
Funding Agency: California State Library LSCA
Project Manager: Anne Roughton/Mary Landgraf
Status: Active
Amount of Grant: $110,174
Length of Grant: FY 97/98

Project Summary: Activities: SFPL and other Region II librarians will share information about avenues of access; SFPL will purchase business and foreign language materials; SFPL MURL representative and other Region II librarians will communicate and share collection development information at quarterly meetings and via the Internet and develop a Region II library special collections referral list.

Expenditure Overview:	100%	Library Materials
Budgeted Staff:	None	

4) Project Title: **Project Read**
Funding Agency: Lila Wallace-Reader's Digest Fund
Project Manager: Ana Linder
Status: Active
Amount of Grant: $225,000
Length of Grant: 8/1/96 - 7/31/99

Project Summary: The project's primary goals are to build our capacity to create optimal learning environments that help adult students tap their innate ability to learn, and to measure results. We propose to provide a greater range of effective learning materials and instructional strategies, including expanding our ability to link learners effectively with appropriate instructional technology. We will utilize the LWRD funds to oversee the effort to research, develop, and implement tools and protocols that will enhance our capacity to 1) collect baseline data, 2) assess learning style preferences, 3) provide effective teaching strategies that use multi-sensory approaches to honor multiple intelligences, and 4) monitor progress.

Expenditure Overview:	78%	Salaries
	7%	Equipment
	7%	Travel
	6%	Consultants
	2%	Other

Budgeted Staff: .50 FTE 1363 (step 5)
.50 FTE 1364 (step 1)
.60 FTE 1360 (step 3)

5) Project Title: **Z39.50 Client**
Funding Agency: California Library Services Act (in partnership w/BALIS)
Project Manager: Cathy Sanford
Status: Awarded
Amount of Grant: $45,000
Length of Grant: thru 6/30/98.

Project Summary: Library users live and work in different communities. They have needs that cannot be met at their local library, but may be available in a neighboring community. It is possible that a sophisticated information seeker can check a number of library catalogs dialing into them from home one by one or using the World Wide Web. This searching would need to be done ad seriatim searching one and then another. This project using Z39.50 would allow any user to search all the BALIS libraries as a virtual union catalog to locate the desired material. In a later phase of the project the user could not only find out which library owned the materials, but could place a hold and reserve it.

Expenditure Overview: 100% Equipment (Software)
Budgeted Staff: None

6) Project Title: **Adult Ed 321 - National Literacy Act**
Funding Agency: California Dept. of Education (federal pass-through)
Project Manager: Ana Linder
Status: Active
Amount of Grant: $8,700.
Length of Grant: 7/1/97 - 6/30/98

Project Summary: Funds portion of Project Read by Providing for Tutor Training and support services for adult literacy program. Through Friends of the Library.

Expenditure Overview: Training 40%
Support Staff 60%
Budgeted Staff: .35 FTE Receptionist/Office Assistant

7) Project Title: **MCI LibraryLink**
Funding Agency: American Library Association & MCI
Project Manager: Cathy Sanford
Status: Current
Amount of Grant: $30,000
Length of Grant: 6/30/98 - 9/30/98

Project Summary: Provides for partial technology upgrade for West Portal Branch Library including Children's Electronic Discovery Center equipment, T1 Line and adult graphical workstations. Part of overall "equalization of service" effort.

Expenditure Overview: Equipment & telecommunications upgrade 100%
Budgeted Staff: None

8) Project Title: **Non- English Language Books and Materials**
Funding Agency: LSTA (federal/state pass-through)
Project Manager: Alvaro Sanabria
Status: Active
Amount of Grant: $10,000
Length of Grant: 1/1/98-9/30/98

Project Summary: Acquisition of Russian Language Books and materials for International Center and Children's Center of Main Library.

Expenditure Overview: Acquisition of foreign language books & materials 100%
Budgeted Staff: None

9) Project Title: **Technology Literacy Challenge**
Funding Agency: California Dept. of Education (through Unified School District)
Project Manager: Sybil Boutilier/Toni Bernardi
Status: Active
Amount of Grant: $25,000
Length of Grant: 1/1/98 - 6/30/98

Project Summary: Library assists school district for development of technology literacy for school librarians and teachers. Training sessions include how to use all SFPL database and other electronic services, and applications of technology in school context such as civic conference. Leverages NSF grant and responds to SF Grand Jury report on linkage between SF schools and libraries.

Expenditure Overview: Programming/training Institutes 70%
Mentors/ consultants 30%
Budgeted Staff: None

10) Project Title: **American Heritage Virtual Archive**
Funding Agency: Nat'l Historic Publications & Record Commission (through UC Berkeley Bancroft Library)
Project Manager: Faun McInnis/Susan Goldstein
Status: Current
Amount of Grant: In Kind Only
Length of Grant: 6/97- 5/99

Project Summary: Reunite, organize and Digitize 330,000 photographic negatives from the San Francisco News Call Bulletin "Morgue" from 1916 to 1965 including producing a finding aid for this significant collection, portions of which are housed at Bancroft Library, and portions of which are at SFPL.

Expenditure Overview: In Kind digital archiving services
Budgeted Staff: 0

11) Project Title: **Gold Rush Reading & Discussion Groups**
Funding Agency: California Council for Humanities (through State Library)
Project Manager: Laura Lent
Status: Current
Amount of Grant: $500
Length of Grant: 2/99 - 12/99

Project Summary: Invitational Grant Program includes SFPL in official California State Sesquicentennial Commemoration events. Will focus awareness of SFPL's rich historical collection of photos and ephemera by providing programs in Main and neighborhood branches based on these unique resources

Expenditure Overview: Programming 100%
Budgeted Staff: None

12) Project Title: **Exhibit Program Development**
Funding Agency: Anonymous (through Library Foundation)
Project Manager: Laura Lent
Status: Active
Amount of Grant: $95,900
Length of Grant:

Project Summary: Provides funding for additional staff , training and exhibit support costs to enhance and expand library exhibit programming.

Expenditure Overview: Personnel 90%
Training and exhibit programming 10%
Budgeted Staff: .75 FTE 1368
.50 FTE 3520

13) Project Title: **Varian Fry Exhibit**
Funding Agency: International Rescue Committee & Jewish Community Endowment Holocaust Memorial Education Fund (through Friends of the Library & Library Foundation)
Project Manager: Laura Lent
Status: Completed
Amount of Grant: $3,000
Length of Grant: 1/1/98 -5/1/98

Project Summary: Library Exhibit and programming re: Varian Fry

Expenditure Overview: Exhibit Programming 100%
Budgeted Staff: None

14) Project Title: **Building Bridges, The Art of Jerry Pinkney**
Funding Agency: Private Grant (through Library Foundation)
Project Manager: Laura Lent
Status: current
Amount of Grant:` $5,000
Length of Grant: 2/28/98-3/1/99

Project Summary: Exhibit in Jewett Gallery of Children's Book Illustration scheduled for January/February 1999

Expenditure Overview: Exhibit Programming 100%
Budgeted Staff: None

15) Project Title: **Shades of California**
Funding Agency: Library Foundation of LA/Durfee Fund (through SF Library Foundation)
Project Manager: Laura Lent
Status: Completed
Amount of Grant: $8,700
Length of Grant: 1/1/98 - 5/1/98

Project Summary: Provided consultants and technical support for collection and archiving of historical community photographs contributed by residents of the Western Addition neighborhood.

Expenditure Overview: Project Implementation 100%
Budgeted Staff: None

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Thursday, May 21, 1998

WILLIE L. BROWN, JR.
Mayor

CHARLES A. HIGUERAS, A.I.A.
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
STEVEN A. COULTER
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

REGINA MINUDRI
Acting City Librarian

MICHAEL HOUSH
Commission Secretary

The San Francisco Public Library Commission held its regular meeting on Thursday, May 21, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:38 PM by President Charles A. Higueras. Commissioners Coulter and Streets were noted excused attendance, Commissioner Chin's possible delayed arrival was noted.
The following members were noted present: President Higueras and Commissioners Agnos, Llorente, and Steiman.

APPROVAL OF MINUTES of the regular meeting of April 21, 1998

MOTION: approval of the Minutes of April 21, 1998 was moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: Mr. Peter Warfield suggested including details of questions and answers in the Minutes, suggested clarification of building design issues mentioned in Deputy City Attorney Delventhal's remarks, and clarified that his proposal in the Minutes was that the Library make available technical resources to the members of the public to make or participate in presentations to the Commission as public comment on the same basis as staff or Commissioners. An anonymous member of the public complained that there was no description in the Minutes or in previous Minutes of a broadcast video, (Channel 4 , the Sugerman Report on conditions in Brooks Hall), he wished to present to the Commission as part of his public comments. The anonymous member of the public further complained that his comments in their entirety had not been included in previously amended Minutes. Mr. Timothy Gillespie complained that the Minutes fail to reflect speaker's intent, opined that in his view the Commissioners seem uninterested public comments, that respond should be made to remarks made during public comment, and requested that all motions be repeated to make clear their intent before being approved.

Commission President Higueras directed that clarifications requested by members of the public be included in the approved minutes.

ACTION: APPROVED Aye 4-0 (Agnos, Higueras, Llorente, and Steiman)

Commissioner Chin joined the meeting at 5:51 PM.

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri proposed to submit the Library's 1998-99 Draft Budget for the Commission's consideration at its June 3,1998 meeting. The City Librarian reported that the fine amnesty, (April 19-May 2) had been a moderate success, retrieving

between 12,000 and 14, 000 overdue items. The oldest book returned was Tales of Edgar Allen Poe. Ms. Minudri noted that this rate of returned materials seemed to further indicate the accuracy of the Library's online catalog. The food drive was reported to have been very successful. She reported that a new Chief Financial Officer, Mr. George Nichols, had been selected and would begin work on June 8, 1998. Ms. Minudri mentioned her recent appearance before the Mayor's Fiscal Advisory Committee, (MFAC), providing an update on Library operations. The City Librarian announced that interviews for the position of Deputy City Librarian would be conducted on May 29 and June 8, 1998. She mentioned that both the Oakland and San Jose City Librarians as well as Commissioner Steiman and staff assessment panel would participate in the interview process for prospective candidates. Ms. Minudri indicated that the decision to select a candidate would be made shortly after the June 8th interview session. The City Librarian then called on Steven MacLaughlin, Library New Systems Services, to provide a demonstration of DRA Web 2 online systems. Mr. MacLaughlin accessed examples from other public library online systems and responded to questions about these models from Commissioners. An anonymous member of the public objected to the appropriateness of the demonstration as a part of the City Librarian's Report without a distinct notice in the meeting agenda. Deputy City Attorney Sandy Schaefer ruled it a proper subset of the City Librarian's report. The City Librarian outlined recent developments regarding the proposed new Oceanview Branch Library. Ms. Minudri reported on the continuing process for a possible merger between the Library Foundation and Friends of the Public Library. Ms. Minudri called attention to the selection of an experienced facilitator, Mr. David LaPiana, to move the discussions forward. Ms. Minudri observed that in order to make a graphical interface online system possible extensive expansion of T1 Lines requiring substantial investment in new equipment would be required. She expressed belief that these significant costs would require a phased in process to upgrade the Library's systems.

Ms. Marsha Schneider, Chief of Branches provided an overview of planning for the new Oceanview Branch facility to be constructed at 345 Randall Street. She described a 4,350 sq. ft. structure containing 1600 sq. ft. on the main floor. Ms. Schneider discussed the selection of Mr. Edgar Lopez as the architect and called attention to the neighborhood and weekly joint city staff meetings on the project. The Chief of Branches reported system-wide circulation statistics as 3.1 million items with overall circulation down 1.4%, down 2.68% branches and up 1.6 % at the Main. She attributed a significant part of the decrease to service dislocations due to the renovation of the Mission Branch. Ms. Schneider mentioned significant increased use at the Harvey Milk/Eureka Valley Branch (+24%), Ingleside (+14%), and senior bookmobile service (+2.5%). In response to a question from Commissioner Steiman, she indicated that staff outreach efforts at these branches had increased patronage. Ms. Schneider reported on programs and activities during the past month calling special attention to the last Ziziva program on May 14th, Asian/Pacific Heritage Month festivities, and a Human Rights and the Drug War exhibit and programs held in conjunction with the exhibit. She noted docent gathered statistics as showing 150-200 visits per day this week to the Art.Rage.Us Exhibit.

Mr. Roberto Esteves, Chief of the Main called attention to the 2nd Anniversary of the opening of the Main Library in April and reported stabilized operations with an average daily use of 6,281 in April, with over 900 people per hour on some days. He reported that last month 1000 meeting room patrons had participated in 30 events and 14 municipal meetings. Mr. Esteves reported on the first in Library use statistics (copy attached) gathered since the transition to the new Main. These statistics demonstrated very significant in-building use of library materials. In response to an inquiry by Commissioner Agnos, Mr. Esteves reported no information was available regarding how may patrons are San Francisco residents. In response to a question by Commissioner Steiman the Chief of the Main explained the relative decline in reported numbers of reference questions as being due to changes in how the Library defines policy/procedural and reference questions. Thusly, the numbers of reference questions appear to have declined when they have in fact increased as many of these information requests are now defined as policy/directional questions. Reference numbers for databases and online use are not yet included in these statistics. This survey can constitute as baseline for future measurement. Mr. Esteves announced that a Library of Congress program has made available an entire online catalog and ordering service serving our Library for the Blind thus saving our Library the great difficulty and expense of creating one. The Chief of the Main reported that the Arts Program Committee of the Arts Commission has approved acceptance of the gift of a mural from the Mexican government by famed artist Enrique Chagoya for installation in the Grove Street entrance of the Main Library. Mr. Esteves presented a brief video showing the proposed work featuring the names of famed Latino writers. He outlined the approval process for receiving this work of art. Mr. Chagoya is to be invited to make a presentation on the proposed mural at a June commission meeting.

Public Comment: An anonymous member of the public presented his view of the legislative intent and rationale for requiring public comment, noted the lack of mention of the Post Occupancy Evaluation (POE), and expressed a concern about the Drug War and Human Rights Exhibit. Ms. Detje Boler complained about too many issues being raised in the City Librarian's Report, suggested that the Commission only accept works of art for temporary display, expressed her view that the public was charged too many fees to use Main Library spaces, discussed her difficulties in using point and click online systems, and inquired concerning the background and process used to gather the in-library use statistics reported. Mr. Peter Warfield complained about lack of detail in the agenda and criticized features of the online systems as presented in the DRA demonstration. Mr. Timothy Gillespie asserted that the informational presentation of online systems was improper, that the City Attorney's advice was incorrect, and that the listed Chief of Branches' report was less significant in his view than the informational demonstration presented to the Commission in his understanding of the law.

The Commission President and several Commissioners noted that the DRA demonstration was purely informational and that no plan existed to implement any of these systems presently. Deputy City Attorney Sandy Schaefer noted that informational reports are permissible, but extended discussion is more properly addressed by scheduling specific agenda item for substantive discussion. Additionally, Commissioner Steiman requested additional future informational demonstrations be provided to the Commissioners.

MISSION BRANCH RENOVATION

A report was presented by Mr. Roger Wong of the Department of Public Works on the progress during May of renovation of the Mission Branch Library, (copy attached). Mr. Wong informed the Commissioners that the work was proceeding on schedule. The first floor is completed. Overall construction is 43% complete. No new change orders have been submitted. $56,013 in total project changes orders was reported. Commissioner Chin inquired about any new costs. Commission President Higueras asked about the availability of a finished materials and color board. Mr. Wong indicated it was done.

Public comment: Mr. Ed Regan requested that pamphlet and encyclopedia rooms be provided in the renovated Mission Branch and at the new Oceanview branch.

REVISED COMMISSION MEETING SCHEDULE

The Commission was asked to approve a revised meeting schedule (copy attached)

MOTION: Approval as submitted was moved by Commissioner Chin, seconded by Commissioner Steiman

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

RECORDS MANAGEMENT POLICIES AND PROCEDURES

The City Librarian introduced discussion of the proposed records management policy with an outline of the elements of the policy. She particularly called attention to her recommendation that the description of pre-1992 card catalog be changed to list it as a permanent record. The City Librarian restated that it is her position that the pre-1992 card catalog be retained and used as outlined in current policy as directed by the Commission. Deputy City Attorney Sandy Schaefer noted and recommended various changes in wording in the draft policy that would consistently describe the card catalog as a permanent record. The City Librarian expressed her view that the pre-1992 card catalog was of note only as an historical and cultural artifact and that current arrangements for its placement and use should remain unaltered. Ms. Minudri then when on the discuss the extensive staff efforts involved suggesting language in Appendix D related to records management and retention. She pointed out that it is unusual to include essentially a collections management issue in a records management policy. However, because the City Attorney indicated that it was necessary, language developed in a series of workshops by over 100 San Francisco librarians responsible for maintaining collections under the leadership of Anne Roughton, Materials Selections Officer is being included in this policy proposal. Library Branch Selections Officer Ann Kincaid, proposed a similar policy addressing the special needs of branch collections during this same period. The collections maintenance policies developed were then gathered as a revised draft by Ms. Roughton. It was circulated to the Library's Administrative Policy Group, and the City Librarian's Policy Advisory Group for comments, suggestions, and revisions. The City Librarian reported that Ms. Roughton then re-drafted a suggested general collections management policy for the Library which was submitted to the City Attorney for final drafting. Following the Commission's adoption of this general policy, individual department's will develop collections management policies specific to their department's needs. Ms. Minudri described this policy as setting minimum standards for records management and retention. Deputy City Attorney Schaefer outlined the State law, City Administrative Code requirements, and Library Commission, administration, and staff duties and responsibilities under the law and in the proposed policy. Ms. Schaefer discussed in detail aspects of the policy proposed and responded to Commissioners questions. The City Librarian further discussed aspects such as weeding policies, related costs, and other items in the general collections maintenance policy proposed in Appendix D.

> **MOTION;** Approval of the proposed policy, and redefining the card catalog as a permanent record, and changing section C to read
>
> c. **Permanent Records** defined. "Permanent records" are records required by law or Commission action to be permanently retained. Unless otherwise required by law or regulation, permanent records shall be stored in their original form or by microfilming the paper records or placing them on an optical imaging storage system, placing the original film or tape in State-approved storage vault and delivering a copy to the Library. The paper records may then be destroyed.

moved by Commissioner Steiman, seconded by Commissioner Agnos.

Public comment: An anonymous member of the public discussed the significance of the card catalog and expressed concern that the proposed policy imposed no outside overview on officials' decisions to retain or dispose of records. Mr. Ed Regan requested a annual listing of all fiction and non-fiction books weeded, opposed use of circulation as the basis for discarding books, and requested that copies of the United States Government Manuel be kept available at all branches. Mr. Jim Kirwin spoke about a San Francisco Public Library Collections Development Plan, how the proposed records management policy applied to the Library's collections, and regarding the card catalog as a better work of art than the Enrique Chagoya mural proposed for acceptance. Mr. Peter Warfield expressed concern that the proposed policy in his view lacked requirements for documentation of the process for elimination of items, opposed individual library departments having authority over their department's removal policies, criticized multiple instances of what he believed to be vague authority to eliminate records, and objected to the sufficiency of notice on this item. Ms. Adine Varah, Special Assistant to the City Attorney and Deputy

City Attorney Sandy Schaefer confirmed that the item had been properly noticed. Mr. Timothy Gillespie objected to reference to provision of information to the public “as a courtesy”, acknowledged the possibility of human error in sending out information, described the proposed draft as a pastiche and recommended it be put over for further suggestions, consideration, and review in a month or two. An unidentified member of the public urged delay in approval of the policy for further consideration. Ms. Detje Boler expressed continuing concern over the overlapping topic areas included in the proposed policy, use of technology as a record keeper, differences between card catalog and online catalog record retention, confusing references to various record types in the proposed policy, the importance of keeping records of books after they are removed, particularly last copies of books, and urged delay in approval of the proposed policy. Ms. Suzanne Slade recommended caution concerning the viability and durability of current records using technology rather than paper. Ms. Melissa Riley, branch librarian, recommended delay in approval of the proposed policy as staff could become confused regarding their responsibilities with a policy of minimum standards, questioned the reliability of some technological used in some current records, and noted potential problems with retaining records deriving from non-library databases.

Commissioner Chin noted that the proposed policy neglected to include mention of periodicals and journals and recommended adding them to the policy. Deputy City Attorney Sandy Shaefer proposed addition of a section for periodicals and journals

2.2.4 Periodicals and Journals **Current/Storage/Essential**

The addition was made without objection.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

MOTION: Commissioner Llorente, seconded by Commissioner Chin moved that the City Librarian bring a comprehensive progress report on the implementation of the records policy to the Commission within six months or by its November 19th Commission meeting or sooner if problems develop.

Public comment: Ms. Detje Boler described the proposed report as ineffective because records destroyed under the approved policy could not be recovered after the fact and that she still had fears that the card catalog could be eliminated through microfilming its contents. An anonymous member of the public expressed his concern that problems would not be reported because there is no oversight of those who are empowered to eliminate their own records. Mr. Peter Warfield suggested documentation of policies put in place, items destroyed, and documentation of various procedures created. Mr. Tom Carey, Main Library Staff asked about any existing Library Records Policy and about the retention of Library records. An unidentified member of the public suggested that no problems will be reported by staff, that a six month delay will allow elimination of records, and that the policies were too hastily adopted.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Higueras, Llorente, and Steiman)

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Steiman requested that additional demonstrations of online systems such as the New York City Library online system or other similar online systems be presented to the Commission at a future Library Commission meeting.

Public comment: Mr. Peter Warfield called for a comprehensive review of online catalog issues and a report on current catalog improvements.

PUBLIC COMMENT

An anonymous member of the public clarified his reference to the Drug War and Human rights issue referring to it as inflammatory, discussed his comments on the appropriateness of discussion during the demonstration of online catalog systems, and on the struggles needed to establish the privileges of members of the public to participate democratically. Mr. Ed Regan requested extension of hours for the Main and the branches and called for the creation of a Commission Committee on building of large new branches with parking. Mr. Timothy Gillespie commented that he believed that the City Librarian had no intention of eliminating the card catalog, recalled that there had been discussion of microfilming the pre-1992 card catalog, and requested information concerning the whereabouts of a Commission meeting tape. Mr. Peter Warfield discussed his positive experiences in finding many interesting, old, and rare books in the Library and expressed a hope that these materials would not be discarded under the new records retention policy and would prefer that all such decisions be subject to review. Ms. Detje Boler asked that the Commission schedule a future agenda item to discuss books weeded from the collection or a discussion of the status of the book collection.

ADJOURNMENT: Upon a motion by Commissioner Llorente, seconded by Commissioner Agnos the meeting was adjourned.

ACTION: Approved 5-0 (Aye - Agnos, Chin, Higueras, and Steiman).

The meeting was adjourned at 9:08PM

Michael Housh, Library Commission Secretary 5/29/98

Please note: These a draft Minutes subject to revision by the Library commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

MAIN LIBRARY COMPARISON STATISTICS

1994/95 TO 1997/98

YEAR	IN-LIBRARY USE	REFERENCE QUESTIONS	DIRECTIONAL QUESTIONS	TOTAL QUESTIONS	ANNUAL CIRCULATION
1994/95	982,200	607,025	820,550	1,427,575	859,972
1995/96				1,925,253	839,525
July-Dec	324,830	164,905	164,476		
May-June	NA	815,024	780,848		
1996/97	NA	693,794	1,444,800	2,138,594	1,607,568
1997/98	2,427,800	503,920	1,080,940	1,584,860	1,659,100 (estimate based on 3 quarters)

1994/95 Notes/Analysis: Reference and In-Library Use surveys done in September & March.

1995/96 Notes/Analysis: Old Main: July-December & closed January-April 17.
Reference & In-Library Use survey done in Old Main in September.
Reference survey in New Main done in June & projected for May-June only.

1996/97 Notes/Analysis: In-Library Use Survey not done due to the increased circulation & shelving backlog.
Reference survey only done in September. Reference & directional question totals are based on incomplete data. Many directional questions related to the layout of the New Main.

1997/98 Notes/Analysis: Reference surveys done in March & October. Definitions of reference & directional questions have changed during the years. Two of the main differences that were instituted in the October survey are policy/procedural questions are now considered directional & any questions using the OPAC and the databases included there is reference. Directional questions continue to remain high, however repeat patrons have become more familiar with the New Main.
In-Library Use Survey done in April. Use of electronic databases not included in this survey, only physical material.

5/98

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director and City Architect

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MISSION BRANCH LIBRARY RENOVATION
MONTHLY REPORT May 1998

General

Contractor	Trico Construction
Start date:	11/24/97
Original contract time	365 days
Extension granted	7 calendar days
Original completion date	11/23/98
Revised completion date	12/1/98
Contract amount	$1,944,000
Approved Change Order	$56,013
Percentage of completion	43%

Construction progress/issues

First floor structural work is complete. Enclosure walls at the east staircase are concreted. Contractor is preparing for the installation of steelwork on the main floor.

Construction schedule

Work is proceeding on schedule.

Construction budget

As of 5/18/98, the total amount of approved change order is $56,013, which is the same as last month. Details of the change orders are as follows:

1. $18,360 for Change Order No.1, which is mainly due to additional costs for the construction of the 10 caissons.
2. $18,883 for Change Order No.2, which consists of replacing an existing slab, re-constructing bookshelf bases, providing engineering fill at back of building, and re-working existing plumbing clean-outs,etc.
3. $18,770 for Change Order No. 3 which includes excavation and disposal of contaminated soil from elevator pit, additional electrical conduits, and window at computer room, etc.

Among the $56,013, $40,774 is caused by unforeseen site conditions, $6,667 is related to additional work scope, $8,572 is due to design omission. All change orders were approved by Richard Walsh of the Library.

The amount of cost proposals under review is $9,560

Other issues

None.

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
RE- REVISED MEETING SCHEDULE - 1998

Commission Meeting
First Tuesday of the Month, 5:30 PM

June 3*; July 7; August 4; September 1; October 6; November 4*; December 1

Commission Meeting
Third Thursday of the Month, 5:30 PM

June 18; July 16; August 20; September 17; October 15; November 19; December 17

- Due to Election Day falling on the 1st Tuesday in June and November the Commission meeting will be held on the 1st Wednesday

M.Housh, Commission Secretary
5/18/98

SAN FRANCISCO PUBLIC LIBRARY
RECORDS MANAGEMENT POLICIES AND PROCEDURES

LIBRARY PROCEDURE

RECORD RETENTION, DISPOSITION AND DESTRUCTION

Notwithstanding the provisions of any ordinance or resolution relating to the retention and destruction of records[1] under its control, the City Librarian of the San Francisco Public Library ("SFPL") is empowered to prepare and effect, after approval by the Library Commission, a systematic schedule (the "Schedule") for the retention or destruction of records maintained or in the possession of the SFPL.

The Library's Records Management Program is intended to provide a system for managing the selection and preservation of the essential records of the Library, to secure the safe storage of those records and to identify and destroy nonessential or obsolete records.

A. PURPOSE

To establish procedures for a Library-wide record retention, disposition and destruction system, and guidelines for adjustments applicable to individual divisions and branches within the framework of general library procedures.

B. DISCUSSION

The Library (as of 1998) is composed of 47 divisions and 29 branches each subdivided into different sections by disciplines or functions (individually, "Responsibility Center" or "RC"). Because of the wide range of activities, the SFPL generates a large number of records such as paper and computer files, policies, documents, books, maps and correspondence. Procedures for a Library-wide system and guidelines for individual divisions and branches to follow are an important means of ensuring efficiency, retention of valuable information, and space saving.

The Library has delegated the responsibility for developing the division's records retention schedule to each of the Library's branches and divisions. Each branch and division shall also be responsible for implementing and auditing this Schedule.

---

[1] Attached as Appendix B/C is a compendium of state and local laws and rules relating to document retention and destruction. To the extent inconsistent with this policy, federal, state and local rules and laws pertaining to document retention and destruction shall supersede this policy.

The compilation of the schedules submitted by the Library's various branches and divisions comprises the Library's official Records Retention, Disposition and Destruction Schedule.

C. POLICY FOR ESTABLISHING RETENTION PERIODS

The Library's policy is to retain records for the period of their immediate or current use unless longer retention is required for historical reference, contractual or legal requirements, or for other purposes as set forth herein.

Current and active records are kept as long as they are actively used, are pertinent or in effect, and have not been superseded by receipt of more up-to-date material.

Inactive records may be kept for a period of time either in the office space or in any Library's off-site storage facility if the law requires such retention, or if a future need is foreseen, or if they are needed for reference purposes. (Period must be determined by RC)

Records of continuing value (permanent, essential or historical) are scheduled for retention and preservation.[2]

All other records, including damaged, nonessential, obsolete or useless records, or records that are of no further business use, may be scheduled for disposal or destruction.

The wide range of current and inactive records requires a flexible approach to document retention and disposition. In general, the division's records are retained and disposed of under one of the following three categories:

1. Five-year Retention Before Destruction

This should be reserved for office files involving significant or recurring issues, research files which may have a future use, and some Category 1.0 and Category 2.0 records .

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[2] Federal Government documents in this category are kept by but do not belong to the Library. The retention and preservation of these documents are dictated by federal guidelines. City government documents belong to the Library and are handled in the same manner as Federal Government documents.

2. Two-year Retention Before Destruction

Original records (not duplicate records or copies) should be retained for a minimum of two years.

3. Records Having No Legal Significance Which Need Not Be Retained and May Be Destroyed Upon Immediate End of Their Business Utility (at the discretion of originator or user or RC)

Retention of many of SFPL's records created in the course of business is not necessitated by any prescribed legal, audit or management requirement. Certain records may be useful for current purposes but are of little or no value to the Library by time they are ten days, six months or one year old. These records include documents and papers generated purely for the convenience of the person generating them and draft documents which have been superseded by subsequent versions.

No specific retention requirements or retention periods have been assigned to such documents. Instead, the originator, user or RC shall be responsible for determining when the document's business utility has ended.

- Examples of items which have no legal significance and which may be routinely destroyed after they have served their business purpose include:

- Phone message slips
- Calendars
- Daily diaries
- Notepads
- Personal files
- Chronological files
- Draft documents
- Personal notes of staff members which have been memorialized
- Letters and notes which require no follow-up.
- Other letters of inconsequential subject matter or which definitely close the cycle of correspondence and to which no further reference will be necessary
- Copies of interdivisional, interbranch or internal office correspondence where another copy of the same letter is on file

- Non-litigation files of staff no longer working in the office
- Duplicate copies of records or extra copies of documents kept only for reference. Computer or electronically stored word processing or data documents shall be considered duplicates; the hard copy of such documents shall be considered the record for the purpose of any retention requirement set forth herein. Such duplicates may be destroyed at the time.

4. Unlisted Unclassified records:

We recognize that records may be created after the adoption of this Schedule and prior to its being updated. Such records may not be listed under the categories contained in this schedule. The unlisted unclassified records may be destroyed at any time provided that they have been retained for the periods prescribed for records used for substantially similar purposes, and provided that retention of records pertaining to added services, functions and transactions which cannot be presently foreseen shall conform to the principles and policies cited here.

D. PROCEDURES

1. Record Categories

Records shall be organized into 5 major categories:

1.0 Card catalog (excluding on-line)
2.0 Collection
3.0 Administration
4.0 Project
5.0 Statistical Information

For a general description and retention period for each type of file, see APPENDIX A. Each Responsibility Center shall maintain files in categories applicable to its function. Additional Record Categories may be created to serve the specific needs of the Responsibility Center.

2. Maintenance and Training

Each division head or branch librarian shall personally (or designate a member of the Responsibility Center to) maintain and update its records. All employees of the Responsibility Center shall be trained (in a manner directed by the City Librarian) regarding the record systems, location of records and procedures governing retention, retrieval, disposition and destruction of records.

3. Storage and Space

Unless other instructions specific to certain records are provided:

a. Category 1.0 records shall be retained until superseded.

b. Category 2.0 records shall be handled under the SFPL Collection Management Policy. See Appendix B.

c. Categories 3.0 through 5.0 records should be placed in drawers. At the end of each calendar or fiscal year, all inactive files shall be packed in boxes, properly labeled, deemed "storage records" and stored in (designate area) so as to create space for new files. At the end of the retention period, inactive files in storage shall be discarded.

APPROVED AS TO FORM:

LOUISE H. RENNE
City Attorney

By: ______________________
SANDRA K. SCHAEFER
Deputy City Attorney

PREPARED AND SUBMITTED BY:

______________________ ______________
REGINA MINUDRI, ACTING CITY LIBRARIAN DATE

APPROVED BY:

______________________ ____________

CHARLES HIGUERAS, PRESIDENT DATE
LIBRARY COMMISSION

APPENDIX "A"

TYPES OF RECORDS

APPENDIX A

TYPES OF RECORDS

Title	Classification[3]	Description	Maintained By	Retention
1.0 Card catalog (excluding on-line	Inactive			
1.1 Card catalog				
1.1.1 Old cards	Permanent	Contents (in Brooks Hall)	Chief of Main	Permanently
1.1.2 Departmental	Current	In Departments and branches	DH[4] or BL[5]	Until superseded
1.1.3 On-line	Current	Software & hard copies	DH	Until superseded
1.2 Shelf Lists	Current	Contents in depts. & branches	DH or BL	Until superseded
1.3 Indexes	Current	Contents in depts. & branches	DH or BL	Until superseded
2.0 Collection				
2.1 Books	Current	In Departments and branches	DH or BL	See CMP[6]
2.2 Documents				
2.2.1 U.S.(Not owned by SFPL)	Current/Storage/Essential	In Departments and branches	DH or BL	As required by Gov. guidelines
2.2.2 State (Not owned by SFPL)	Current/Storage/Essential	In Departments and branches	DH or BL	As required by Gov. guidelines
2.2.3 CCSF (Historical)	Current/Storage/Essential	In Departments and branches	DH or BL	See CMP
2.2.4 Periodicals and Journals	Current/Storage/Essential	In Departments and branches	DH or BL	See CMP
2.3 Films (16 mm)	Current/Storage	In Departments and branches	DH or BL	See CMP
2.4 Musical scores and manuscripts	Current/Storage	In Departments and branches	DH or BL	See CMP

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[3] Current, Storage (Inactive), Permanent, Essential/Historical or Nonessential Record

[4] Department Head

[5] Branch Librarian

[6] Collection Management Procedure: As required by current, storage, and essential record requirements. See Addendum D.

2.5	Photographs and paintings	Current/Storage	In Departments and branches	DH or BL	See CMP
2.6	Audiotapes	Current/Storage	In Departments and branches	DH or BL	See CMP
2.7	Videos	Current/Storage	In Departments and branches	DH or BL	See CMP
2.8	Compact Discs	Current/Storage	In Departments and branches	DH or BL	See CMP
2.9	Microfilms; microfiche; mircroforms	Current/Storage	In Departments and branches	DH or BL	See CMP
2.10	Vertical files (clippings, fliers, brochures)	Current/Storage	In Departments and branches	DH or BL	See CMP
2.11	Archival files	Current/Storage/Essential	In Departments and branches	DH or BL	See CMP
2.12	CD Roms	Current	In Departments and branches	DH or BL	See CMP
2.13	On-line resources				
2.13.1	Databases	Current	In Department and Branches	DH or BL	Until superseded
2.13.2	Internet	Current	In Department and Branches	DH or BL	Until superseded
2.13.3	Digital images	Current	In Department and Branches	DH or BL	Until superseded
2.14	Computer records	Current	In Department and Branches	DH or BL	2 or 5 year
3.0	Administration				
3.1	Procedures				
3.1.1	Manuals	Current/Storage	In Department and Branches	Chief[7]	Until superseded
3.1.2	Memoranda	Current	In Department and Branches	DH or BL	Two-year
3.2	Policies and Directives				

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[7] chiefs of branches, Main or Technical. Services

3.2.1	Compiled	Current	In Office of Commission Sec.	Comm. Sec.	5-year
3.2.2	Superseded	Current/Storage	In Personnel or CL[8] Office	CL or DH	Until superseded
3.2.3	Administ.	Current	In Finance Office	CFO	As per controller
3.3	Budget				
3.4	Capital Improvements & Maintenance				
3.4.1	Files	Current	In Operations Division	DH	2 or 5 yr.
3.4.2	Reports	Current	In Operations Division	DH	2 or 5 yr.
3.4.3	Bluprnts	Current	In Operations Division	DH	2 or 5 yr.
3.4.4	Studies	Current	In Operations Division	DH	2 or 5 yr.
3.4.5	Memos	Current	In Operations Division	DH	2 yr.
3.5	Personnel				
3.5.1	Files	Current/Storage	In Personnel Office	DH	As per CCSF policy
3.5.2	Announcements	Current	In Personnel Office	DH	2 yr.
3.5.3	Training				
3.5.3.1	Manuals	Current/Storage	In Personnel Office	DH	Until superseded
3.5.3.2	Booklets	Current	In Personnel Office	DH	Until superseded
3.5.3.3	Files	Current	In Personnel Office	DH	2 yr.
3.5.3.4	Videos	Current	In Personnel Office	DH	2 or 5 yr.
3.5.3.5	Software	Current	In Personnel Office	DH	Until superseded

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[8] City Librarian

3.6	Correspondence				
3.6.1	Files				
3.6.1.1	Incoming	Current	In Department or Branch	DH or BL	2 yr.
3.6.1.2	Outgoing	Current	In Department or Branch	DH or BL	2 yr.
3.6.1.3	Chron	Nonessential	In Department or Branch	Employee	No requirement
3.6.1.4	Personal	Nonessential	In Department or Branch	Employee	No requirement
3.7	Public Records Requests	Current	In Department or Branch	DH or BL	2 yr.
3.8	Additional records		In Department or Branch	DH or BL	As appropriate
4.0	Projects				
4.1	Grants				
4.1.1	Applications	Current	In Finance Office	CFO	2 or 5 yr.
4.1.2	Files	Current	In Finance Office	CFO	2 or 5 yr.
4.1.3	Reports	Current	In Finance Office	CFO	2 or 5 yr.
5.0	Statistical Information				
5.1	Circulation	Current	In CL Office	CFO	2 yrs.
5.2	Loan	Current	In CL Office	CFO	2 yrs.
5.3	Library cards	Current	In CL Office	CFO	2 yrs.

APPENDIX "B"

SAN FRANCISCO CHARTER AND ADMINISTRATIVE CODE PROVISIONS REGARDING RECORDS MANAGEMENT

APPENDIX B

RELEVANT ADMINISTRATIVE CODE PROVISIONS

A. SAN FRANCISCO ADMINISTRATIVE CODE'S RETENTION REQUIREMENTS FOR LIBRARY RECORDS

In compliance with Sections 8.2, 8.3, 8.4 and 8.9 of the San Francisco Administrative Code, the City Librarian must prepare and present to the Library Commission a schedule for the systematic retention and destruction of library records.

Prior to destroying any record, additional approval is necessary in some cases by the: (1) controller for financial records; (2) City Attorney for records of legal significance; and (3) Retirement Board for payroll checks, time cards and related documents.

B. DEFINITIONS

1. **Records** defined. "Records" shall mean such paper, book, photograph, film, sound recording, map, drawing or other document, or any copy thereof, as has been made or received by the Library in connection with the transaction of public business and may have been retained by the Library as evidence of the Library's activities, for the information therein, or to protect the legal or financial rights of the City and County or of persons directly affected by the activities of the City and County. (San Francisco Administrative Code, Section 8.1). Records shall be divided into the following four **classifications**:

    a. **Current Records** defined. "Current records" are records which for convenience, ready reference or other reason are retained in office space and equipment of the Library.

    b. **Storage Records** defined. "Storage records" are records which need not be retained in office space and equipment of the Library, but which must be, or should be, prudently preserved for a time or permanently in the facilities of a records center.

    c. **Permanent Records** defined. "Permanent records" are records required by law or Commission action to be permanently retained. Unless otherwise required by law or regulation, permanent records shall be stored in their original form or by microfilming the paper records or placing them on an optical imaging storage system, placing the original film or tape in State-approved storage vault and delivering a copy to the Library. The paper records may then be destroyed.

d. **Essential Records** defined. "Essential records are records essential to the continuity of government and the protection of the rights and interests of individuals.

C. RULES

1. The City Librarian shall be responsible for classifying the Library's records as Current, Storage or Permanent records.

2. The City Librarian shall be responsible for the preservation and proper filing of papers, film or other Records of the Library and the ultimate disposition of the same in accordance with the applicable law.

3. The City Librarian shall be responsible for preparing a schedule for the systematic retention and destruction of Records.

a. Current records and Storage records may be destroyed five years after they were created if they have served their purpose and are no longer required for any public business or other public purpose, except that records pertaining to financial matters shall be destroyed only after approval by the Controller; those having legal significance only after approval by the City Attorney; and payroll checks, time cards and related documents only after approval by the Retirement Board. If requested by the Retirement Board, payroll checks, time cards and related documents shall be delivered to the Retirement Board instead of being destroyed.

b. Current records and Storage records less than five years old may be destroyed or otherwise disposed of if:
(1) their destruction or other disposition within a shorter length of time would not be detrimental to the City and County or defeat any public purpose; and if
(2).the City Librarian has prepared a definitive description of such records and the applicable retention period and set forth such

information in a in a schedule for the systematic retention and destruction of records. Such document must be approved by the Library Commission, approved by the City Attorney as to records of legal significance, approved by the Controller as to records relating to financial matters, and approved by the Retirement Board as to time rolls, time cards, payroll checks and related matters.

c. Permanent records and Essential records shall not be destroyed or otherwise disposed of unless they are first microfilmed or placed on an optical imaging storage system and the original film or tape is placed in a State-approved storage vault and a copy is delivered to the Library. The paper record can be destroyed if all these conditions are met.

d. Before any book, document, photograph, map, architectural drawing, record, bond certificate, or other material of historical significance is destroyed, the following procedure shall be observed:

(1). Such items shall be offered by the Library Commission to the San Francisco History Room of the San Francisco Library;

(2). Such items not accepted by the San Francisco Public Library may be sold by the office of the Mayor, together with copies thereof, under provisions of Section 8.12-2 of the Administrative Code;

(3). If the Public Library declines to accept said historical material, or if the office of the Mayor declines to accept such items for sale purposes, any remaining such historical material may be offered to an historical society.

(4). After all the steps outlined above have been observed, any remaining historical records, as well as any large volume of records without historic significance which are to be destroyed, shall be offered for sale by the City Purchaser. The sales contract must provide that the buyer guarantees to the satisfaction of the City Purchaser that the records will be shredded beyond identification or otherwise destroyed beyond identification or otherwise destroyed within a short period of time after taking delivery.

4. The public interest requires that Records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster (hereinafter referred to as "Essential records") be preserved against possible destruction by fire, earthquake, flood, enemy attach or other cause. It shall be the duty of the City Librarian to develop a program for the selection and preservation of those Essential records and duplicates thereof in the same manner as provided for the storage of Permanent records.

D. OTHER PREREQUISITES AND REQUIREMENTS

All state, federal and local laws requiring retention of records must be complied with irrespective of the Administrative Code's authorization for destruction.

APPENDIX "C"

STATE PROVISIONS REGARDING RECORD RETENTION

APPENDIX C

RELEVANT CALIFORNIA STATE PROVISIONS REGARDING RECORDS RETENTION

A. CALIFORNIA ATTORNEY GENERAL'S INTERPRETATION OF A "RECORD"

In 64 Ops. Cal Atty Gen. 317 (Opn. N. 80-1006), the Attorney General concluded:

> To summarize, we conclude that a "record" within the meaning of sections 6200 and 6201 as interpreted by judicial decisions, is properly defined as a thing which constitutes an objective lasting indication of a writing, event or other information which is in the custody of a public official and is kept either 1) because a law requires it to be kept or 2) because it is necessary or convenient to the discharge of the public officer's duties and was made or retained for the purpose of preserving its informational content for future reference.

B. STATE CODES HAVING TIME REQUIREMENTS FOR RECORDS RETENTION

1. Government Code Section 34090's Two-Year Limitation:

Section 34090 of the California Government Code, which governs cities, provides that records may not be destroyed if they are less than two years old. The provision reads:

> Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the City Attorney, the head of a city division may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required. This section does not authorize the destruction of:
>
> (a) Records affecting the title to real property or liens thereon.
>
> (b) Court records.

(c) Records required to be kept by statute.

(d) Records less than two years old.

(e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

2. Government Code Section 26202's Two-Year Limitation:

Section 26202 of the California Government Code, pertaining to counties, allow the board of supervisors to "authorize the destruction of any record, paper, or document which is more than two years old and which was prepared or received in any manner other than pursuant to a state statute or county charter." Records more than two years old which were prepared or received pursuant to state statute or county charter may be destroyed without photocopying them "if the board determines by four-fifths (4/5) vote that the retention of any such record, paper or document is no longer necessary or required for county purposes."

3. Exceptions to the Two-Year Retention Requirement

a. Duplicate Copies Exceptions:

Section 34090.7 of the California Government Coded provides:

> Notwithstanding the provisions of Section 34090, the legislative body of a city may prescribe a procedure under which duplicates of city records less than two years old may be destroyed if they are no longer needed.

Similarly Government Code Section 26201 permits county boards of supervisors to authorize "the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic reproduction of which is in the files of any officer or division of the county."

b. Microfilming or Alternate Means of Preservation Exceptions:

Government Code Sections 26205, applicable to counties, allows the boards of supervisors to authorize the destruction of records which are not expressly required by law to be file and preserved if they are first microfilmed or preserved on the county's electronic data-processing system, or reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards.

Section 26205.1 authorizes a board of supervisors to provide for the destruction of non-judicial records prepared or received pursuant to a state statute or county charter or expressly required by law to be filed and preserved so long a s a copy is maintained for use of the public--either on microfilm, electronic recorded video production, or in the electronic data-processing system or any other medium which does not permit the alteration of the record.

Section 34090.5, applicable to cities, allows the city officer having custody of public records to destroy such records without the approval of the legislative body or the written consent of the city attorney if they are reproduced in accordance with certain conditions very similar to those of Section 26205.1.

APPENDIX "D"

COLLECTION MAINTENANCE POLICY

DRAFT

APPENDIX D

COLLECTION MAINTENANCE POLICY

POLICY: Librarians of the San Francisco Public Library ("SFPL") will weed materials collections in the main and branch libraries on a regular ongoing basis pursuant to the mission, goals and details of the SFPL Collection Development Plan.

RATIONALE: Regular and continual monitoring of the materials collections will insure that the library has up-to-date, changing and useful, and well-managed collections. Identifying items that hold an enduring value to the tradition and history of the community will provide a rich resource for the community to use and enjoy.

OVERVIEW: During the weeding process, items are systematically evaluated for discard, replacement, transfer, or repair based on standard professional library criteria. Factors that will influence the disposition of each item include (1) the acquisition and retention goals of the individual collections as stated in the SFPL Collection Development Plan; (2) the current program of service goals of the individual branch or main library department; (3) the existing or potential strength of the individual branch or main library department; (4) the existing or potential strength of the individual collection as it relates to the SFPL Collection Development Plan; and (5) the level of collection activity. While SFPL strives to hold copies of standard important works, SFPL (recognizing that retention of copies of all such works is neither possible nor desirable) does not attempt to replace every item withdrawn. Replacement materials will attempt to ensure sufficient, desirable coverage of the particular subject. Last copies are sent to subject specialists in the Main Library for review.

PROCESS: Specific details of the weeding process will be devised by the City Librarian or her designees to meet the needs of each individual collection as well as the needs of the aggregate of the collections which constitute the whole of SFPL material resources. Each weeding project is given careful consideration before the actual task begins. On-going weeding processes will follow these guides. Items will be systematically evaluated for discard, replacement, transfer or repair.

An item must meet specific criteria (e.g., sufficiently wide margins) to be considered for repair or binding. If a particular item does not meet the criteria for repair and conservation, or transfer, it will be considered for withdrawal based on the following factors:

a. Has the edition been superseded by a newer one?
b. Is the item worn, mutilated, or badly marked?
c. Does the system own multiple copies?
d. Is the content of quality and value?
e. Does the item, contain outdated or inaccurate information?
f. Is newer, more comprehensive, or more accessible material available?
g. How relevant is the subject matter to the community?
h. How often has item circulated?
i. Space considerations, particularly in branches.
j. Has the title been replaced in electronic format, available more universally or cheaply?
k. Do changing demographics of the community favor the retention or withdrawal of the item?

The decision to replace an item with an exact title match or within the subject area is based on the following factors:

a. Demand (or lack of demand) for specific titles and subjects.
b. Availability of specific title
c. Number of copies held systemwide.
d. Existing coverage of the subject within the collection.
e. Availability of newer, more comprehensive, or more accessible material.

Regina Minudri
City Librarian, San Francisco Public Library
100 Larkin St., San Francisco, CA 94102
415-557-4236, fax 415-557-4339

DRAFT

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Wednesday, June 3, 1998

Brown, Jr.
Higueras, AIA
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Chin
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The San Francisco Public Library Commission held its regular meeting on Wednesday, June 3, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:40 PM by President Charles A. Higueras. Commissioners Coulter and Steiman were noted excused attendance.
The following members were noted present: President Higueras and Commissioners Agnos, Llorente, and Streets. Commissioner Chin joined the meeting at 5:55PM

At the request of staff, President Higueras (without objection) called Item 5 on the agenda, approval of the gift of an Enrique Chagoya Mural to the city for placement in the Main Library, to be heard first.

Mr. Salvador Azevedo, Assistant to the Consul General of Mexico described the process through which the Government of Mexico presented the gift of a work by noted Latino artist Enrigue Chagoya to the city for installation at the Main Library. The Artist Mr. Enrique Chagoya then described and discussed his proposed work. Ms. Debra Lehane, representing the Arts Commission outlined that Commission's June 1, 1998 acceptance of this gift and strongly urged the Commissioners to approve its placement in the Main Library as recommended. Acting Chief of the Main, Roberto Esteves presented a brief video showing proposed sites recommended for the work's placement. Commissioners inquired concerning maintenance and lighting concerns, the appearance of the hands in the model of the work, and the importance of obtaining local Latino Community input into the final design of the mural. Commission President Charles Higueras expressed the entire Commission's thanks and appreciation for the gift of such an important work of art to the Mexican government. A September 2, 1998 date for its installation was suggested.

MOTION: Commissioner Agnos, seconded by Commissioner Llorente, moved acceptance of the Enrigue Chagoya Mural for placement in the Main Library as recommended.

ACTION: Approval - Aye 5-0 (Agnos, Chin, Llorente, Higueras, and Streets)

APPROVAL OF MINUTES of the regular meeting of May 21, 1998

MOTION: approval of the Minutes of May 21, 1998 was moved by Commissioner Chin, seconded by Commissioner Agnos.

Public Comment: An anonymous member of the public discussed details of a letter (copy attached) submitted to the Commissioners addressing and contrasting aspects of previous approved Minutes he was concerned about, accepted deletion of a sentence he felt inaccurately reflected his comments, and opposed approval of the Minutes. Mr. Peter Warfield opposed approval of the minutes citing "numerous" inaccuracies.

Civic Center
San Francisco, California 94102
Telephone 415 557 4233

The Commission directed amending the Minutes deleting the sentence cited by the anonymous member of the public.

ACTION: APPROVED Aye 4-1 (Chin, Higueras, Llorente, and Streets) - (Agnos - No)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri presented the Library's 1998-99 Draft Budget (copies attached) for the Commission's consideration. She provided a general overview, background, and summary of the major elements of the proposed budget. The City Librarian noted that the budget amounts accepted by the Mayor's Budget Office were close to the figures proposed by the Library in its February budget request. She then recounted the various steps which were taken during the course of preparation of this budget document. Ms. Minudri suggested her experience in this process made clear the need to set a budget calendar earlier in the next fiscal year and discuss priorities and gather input on FY'99-2000 budget goals from the Commission. She suggested beginning the budget process in September of this year. The City Librarian described this budget as a stabilizing budget, resolving the Step M increment personnel problems that created the need for the supplemental appropriation this year. Ms. Minudri then introduced Library Finance Director Ms. Eve Sternberg to discuss in greater detail various aspects of the budget. Ms. Sternberg discussed the Mayor's approval of $2.5 million for construction of a new Oceanview Branch library and a 3% ($105,000.00) increase in the materials budget. She described the intensive work that was done with library managers to match funding with positions. Ms. Sternberg called attention to four new positions, a Chief Financial Officer, an Assistant City Librarian, and two new Librarian IV positions approved by the Mayor's Budget Office. She described several major equipment purchases, including a lift equipped delivery van authorized in the budget. She discussed information presented in a series of budget break our charts (copies attached). Ms. Sternberg reported Capital Improvements Advisory Board approval of $250,00.00 to repair roofs at the Merced, Anza, and Parkside Branches. She pointed out that the Controller with the approval of the City Attorney has combined the General Fund revenue stream together with the Prop. E Library Preservation Fund, greatly simplifying accounting and providing significant advantages in managing the library budget. Ms. Sternberg described details of the personnel and non-personnel aspects of the proposed budget described in a series of tables (copies attached). Ms. Sternberg discussed the materials budget, including $325,000.00 in Fuhrman Trust funds. Commissioner Agnos inquired concerning the background of the 3% increase in the book budget. Ms. Sternberg described inflation related costs mandating increases each year to retain a stable level of book/periodicals purchases. **Commissioner Streets expressed a desire to have a detailed retrospective breakdown of the book budget.** Ms. Sternberg also reviewed the new equipment purchases allowed by the Mayor's Budget Office in detail.

The Commissioner Streets inquired concerning what percentage of the budget was allocated to personnel. The City Librarian described that number as approximately 75% of the budget. Ms. Sternberg recounted the process she had employed to pull the budget together in a brief five week period. She proposed that this year's process begin in August to allow more time for commission input. Ms. Sternberg discussed details of the revenue side of the proposed budget and identified and described the purpose of various details for the Commissioners. Commissioner Agnos inquired about possible impacts on baseline budget created by increased city revenues. It was reported that the Library receives significant amounts over its baseline budget. This year $27.9 million will be received in General Fund money, several hundred thousand dollars more that the library had requested in February. The City Librarian confirmed that there were no specific amounts identified for Brooks Hall in the Budget. Commissioner Higueras inquired concerning aspects of the proposed construction budget for the new Oceanview Branch including the potential for costs savings. There was further discussion of contingency planning and how to control costs as submitted by the Department of Public Works which might be retained by the Library and applied to other outstanding branch repairs needs. Ms. Minudri confirmed that funds set aside for the Post Occupancy Evaluation will carry forward into the next budget cycle. Ms. Sternberg noted significant improvement in financial controls and the arrival of a Chief Financial Officer should significantly improve the Library's fiscal management system.

Public Comment: An anonymous member of the public expressed concern at Commissioner's comments about maintaining strict oversight of costs involved in construction of the new Oceanview Branch in order to save funds to apply to other projects rather than as an expression of fiduciary duty to strictly account for any expenditure of public funds and discussed Vice President Streets observations on the importance of tracking any expenditure of library preservation funds to balance use of funds throughout its 15 year life. Mr. Ed Regan commended creation of the new Oceanview Branch, noted his preference for a large facility, proposed excavation to allow a three story structure, urged that the largely Black community in that neighborhood receive the largest and best possible building, and discussed previous mention of security concerns. Mr. Peter Warfield spoke about the absence of additional online catalog funding in the proposed budget, about funding for physical and environment security concerns with Brooks Hall , and the need for an assessment of improvements in the online catalog. Mr. Ed Regan added additional comments concerning the discussions about a new Oceanview Branch during the Proposition E debate and that debate could be avoided by creation of a standard model for branch libraries adopted and promoted by the American Library Association.

The City Librarian proposed bring a **report on the construction of the new Oceanview branch at a July meeting** of the Commission.

Commission President Higueras inquired whether it was the Commission's wish to take up agenda item #3 discussion of budget matters and then return to complete the City Librarian's Report. It was the consensus of the Commission to take up the budget item.

BUDGET DISCUSSION

The City Librarian outlined possible courses of action the Commission might take in approving the proposed budget. The Commissioners considered the information presented and discussed the possibilities of requesting additional funds beyond what is proposed in the draft budget approved by the Mayor's Budget Office. Ms. Sternberg suggested a possible increase in the Materials Budget to a full 5%. Commissioner Agnos expressed satisfaction with the information presented, but requested that the Library Commission be brought into next year's budget process earlier. Commissioner's Llorente and Streets agreed also that it was important that the Commission be more actively involved in preparing next year's budget. In response to Commissioners' Agnos and Streets request, the City Librarian proposed a detailed break out **report on the Materials Budget at a September Commission meeting**. Commissioner Streets requested a **report on the fund balances in the Bond Account**.

MOTION: Commissioner Agnos moved, seconded by Commissioner Streets, adoption of the Library Budget as presented.

Public comment: An anonymous member of the public expressed dismay with two budget items being on the agenda and also concern with the Commission's approval of expenditure of Fuhrman Fund money without being fully informed of the status of the fund. Mr. Ed Regan requested separate listings for fiction, non-fiction, and encyclopedia purchases, and regarding the kinds of books that Fuhrman Bequest funds should be spent to purchase. Mr. Peter Warfield expressed concern at the lack of detailed information presented on book purchases, at the lack of time for the Commission to deliberate on issues before it, and proposed consideration of a revival of commission committees to allow more time to consider issues.

There was extended discussion among the Commissioners concerning the status and effort to obtain additional information about Fuhrman Bequest accounts. Ms. Adine Varah of the City Attorney's Office presented some information concerning an aspect of the Fuhrman Account which she had just received. The City Librarian indicated she would make every effort to present a full accounting **report on the fund at a July Commission meeting**. Ms. Sternberg confirmed that the Controller affirmed that the $325,000.00 in Fuhrman Bequest Funds included in the budget were available to spend.

ACTION: APPROVED AYE 5-0 (Agnos, Chin, Higueras, Llorente, and Streets)

Commissioner Llorente left the meeting at 7:28PM

CITY LIBRARIAN'S REPORT (cont'd) GRANT ACTIVITIES REPORT

The City Librarian presented a report (copy attached) outlining Library grant activities during this year. The Commissioners inquired concerning how grant funded staffing was tracked so that when grants expire on obligation to continue to fund the position does not continue. The City Librarian explained that controls were in place to prevent any obligation to maintain unfunded positions deriving from grants from occurring.

Public comment: Mr. Peter Warfield spoke about item #5 Z39.5 in the grants report, and about software associated with it, and possible "hidden costs" associated with grants.

Commission President Higuers noted that Commissioner Steiman's Report on the Library Commissioners and Trustees Conference would be continued to a future meeting.

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Agnos asked the Commission Secretary that Commissioner's requests recorded in the Minutes be printed in boldface to facilitate noting them.

PUBLIC COMMENT

Mr. Ed Regan requested that the Commission place a discussion of increased library hours at both the Main Library and branches on its agenda. An anonymous member of the public spoke about conundrums he has experienced at the Commission in the past, the expression "not having a life", and his past experiences involving the Fuhrman Bequest.

ADJOURNMENT: Upon a motion by Commission Vice President Streets, seconded by Commissioner Chin the meeting was adjourned.

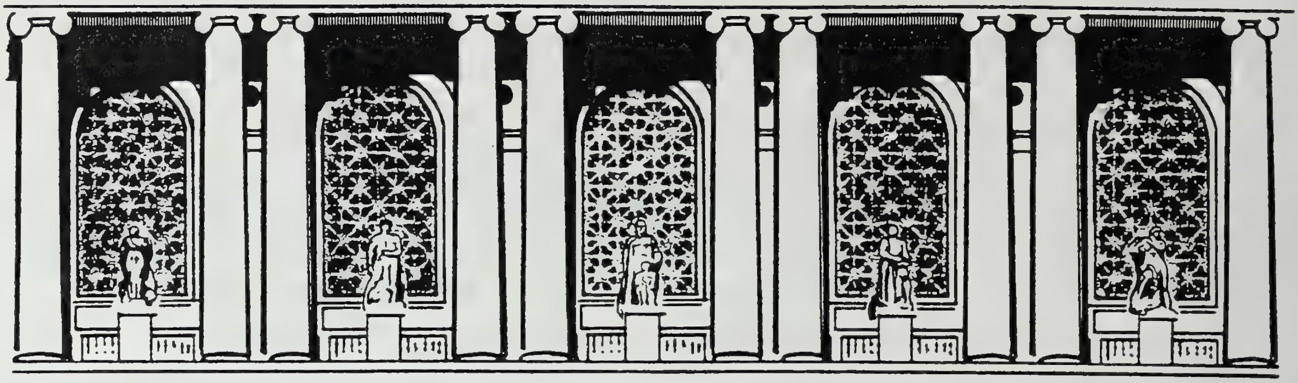
ACTION: Approved 4-0 (Aye - Agnos, Chin, Higueras, and Streets).

The meeting was adjourned at 7:57PM

Michael Housh, Library Commission Secretary 6//98

Please note: These a draft Minutes subject to revision by the Library commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

THE PVBLIC LIBRARY OF THE CITY AND COVNTY OF SAN FRANCISCO
FOVNDED A.D. MDCCCLXXVIII ERECTED A.D. MDCCCCXVI
MAY THIS STRVCTVRE THRONED ON IMPERISHABLE BOOKS BE MAINTAINED AND CHERISHED FROM GENERATION TO GENERATION FOR THE IMPROVEMENT AND DELIGHT OF MANKIND



THE ORIGINAL
James Chaffee
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(415) 788-4257 FAX

June 2, 1998

VIA HAND DELIVERY

Mr. Charles Higueras, President
c/o Michael Housh, Secretary
San Francisco Library Commission
San Francisco Public Library
San Francisco, CA 94102

Dear President Higueras:

At your recent regular meeting of March 3, 1998, you requested that items brought to the Commission with respect to approval of minutes be submitted in writing when possible in the interest of allowing preparation.

Unfortunately, because of illness, I was unable to put my comments in writing regarding the May 21 meeting as I would have preferred. My comments would have been in reference to the approval of the April 21 minutes. I make those comments in writing here although I have already made them orally at the May 21 meeting, because I feel they are still relevant.

First, I have transcribed the section of the minutes of April 21, relative to approval of the minutes of April 7. As you will note in that transcription (attached here as exhibit A), the motion before the Commission and approved unanimously by the Commission was that the minutes be approved "as corrected." (See motion by Llorente, page 2.) Further, it was the clear understanding of the president of the Commission that those corrections included corrections by the public. (See comments of the president, page 4.)

I myself, speaking as an anonymous citizen, made the correction that comments regarding a report on Brooks Hall had not been noted. (See comments of Anonymous

Citizen, page 2.) Based on the discussion at that meeting, that has been transcribed and attached here, it was my understanding that this correction would be included.

Yet, I obtained a copy of the corrected version of the minutes of April 7, from the Secretary of the Library Commission and no correction had been made. (A copy of those corrected minutes are attached here as exhibit B.)

What is reflected in the April 21 meeting minutes is the comments that were made parenthetically about public forum issues, with no mention of the correction that I requested.

At the May 21 meeting I made the comment that not only was no correction made to the April 7 minutes, but the minutes did not note that the approval of the Commission was "as corrected."

Now, if you look at the May 21 meeting minutes before you on June 3, you will note that neither my concerns about minutes being approved "as corrected," nor that the correction that was thought to be approved was not made, nor that I had asked for a correction on April 21, appear in the minutes of the May 21 meeting. Instead, the May 21 minutes contain highly prejudicial comments that this anonymous citizen "complained" in vague terms. I object to this.

I would request that this letter and its attachments be distributed to all commissioners. I expect to make additional oral comments at the June 3 meeting.

Thank you for your consideration.

Respectfully yours,

James Chaffee

Partial transcription of the Secretary's tape recording of the Regular Library Commission meeting of April 21, 1998, obtained by a request pursuant to the California Public Records Act, Government Code Section 6250 et. seq.

Commission President (Commissioner Higueras):

Our first agenda item is the approval of minutes. Presentation of, discussion of and possible action to approval the minutes of the Commission meeting of April 7, 1998. Carol, I believe you have some corrections.

Commissioner Steiman:

I have some minor corrections or things I would like you to add. On the second page, the second paragraph, about the center of it you mention Library of Congress NACO program. It would be nice if you wrote out the name. I think it was Name Authority Cooperate

Unidentified voice:

Control

Commissioner Steiman:

Name Authority Control.

Unidentified voice:

I think that is what it is called.

Commissioner Steiman:

Because I think it would be nice to know that. Also in that paragraph it says, Ms. Minudri reported that an evaluation of the book conveyor system resulting in finding that a possible 18 of 48 damaged materials could have been damaged by the system. I think you should note that was within a ten day period. Because otherwise that figure doesn't mean anything, that really doesn't mean anything. Or make any sense. I would also like to ask that under new business where it says, Commissioner Agnos requested a report on the status of the library's response to last year's audit recommendation, Ms. Minudri said that she would like to follow that up on the first or second meeting in May. If you added that in, that would help us in tracking. We have been concerned with tracking. That would be a good reminded for us. So if we could have that kind of information in the minutes it would really be a help. Thank you.

Commission President:

Thank you. Any other corrections from the Commission. Seeing

Exhibit A

none, therefore let's open for public comment. Any comment from the public on the meeting minutes of April 7.

Commissioner Llorente:

Do we need to move to accept the minutes before we take public comment?

Commission President:

Let's do that. Do we have a motion to accept the minutes?

Commissioner Llorente:

I move that we accept the minutes as corrected.

Commissioner Steiman:

I second.

Commission President:

It has been seconded. Public comment please.

Anonymous Citizen:

Good afternoon commissioners. You may remember that as part of Ms. Minudri's report at the last meeting there was a video presentation of a report that was broadcast on a local news agency regarding a history project in the Western Addition. As part of my comments, speaking as an anonymous citizen, I drew attention to the fact that there was another report by the same agency having to do with the space problems in this building and the conditions in Brooks Hall. And I notice that that comment with respect to the City Librarian's report is not noted here. Let me kind of add, parenthetically, that since we have a representative from the City Attorney's office who is an acknowledged expert in public forum issues, I feel strongly enough about this that I would like to present that video as part of my public comment. You might be thinking about and asking your representative from the City Attorney's office whether the projection capabilities of this room would be available to the public as part of their public comment. Thank you.

Commission President:

Thank you. Any other public comment on the meeting minutes of April 7?

Citizen Peter Warfield:

Good afternoon commissioners, Peter Warfield. I was pleased to see that the next to last line on the first page says that the suggested clarifications were accepted by the commission without objection. My first question then is, I have not seen a revised or final version of these minutes. Is it intended to send out correct copies of minutes? What, does a correct copy exist as a result of this vote? I have not seen one, either tonight or in the mail.

Commission President:

Michael would you care to answer?

Commission Secretary Michael Housh:

Standard practice are that correct minutes as the official minutes are retained in the commission office and are available to be copied at anyone's request. But it would enormously bloat our mailing costs to in fact double and triple mail every set of minutes that goes out. So the official minutes are there at anyone's request for a copy. And the corrections that are approved in the meeting are included in the corrected official minutes as adopted.

Citizen Peter Warfield:

Thank you. If I might make a suggestion. I think that it would not cost additional money if you might include, or it wouldn't add much to include the amended minutes with those minutes and other materials that are routinely sent out prior to each commission meeting just so that folks may check and make sure that they understand the final version and that the changes that they requested have actually made it in. And I would likewise like to second the previous speaker's question and that is, If there are materials or devices being used here for purposes of comment or demonstration by members of the commission or staff of the library and so on, whether likewise the public might also have a chance to use the same equipment? And I am thinking particularly of videotapes, and video recorders and I am thinking of catalogue demonstrations. For example, if there is to be a catalogue demonstration, I for one would certainly would like to have an opportunity to use the same equipment. Certainly at the same time as part of public comment. Thank you.

Commission President:

Thank you for your comments. Any additional public comment *on the meeting minutes? Seeing none therefore we will take a vote. All those in favor of the motion put before us.*

(Audible chorus of Ayes.)

Commission President:

All those opposed. Now Michael those would contain the corrections noted both by commissioners and by the public?

Commission Secretary Michael Housh:

They will. I will make notes of the additional comments that. In public comment though it would be difficult to include anything more than the language that they suggested. I mean, are you suggesting that we have the video that was submitted be made available?

Commission President:

No, no. I am talking about actual corrections to the written minutes.

Commission Secretary Michael Housh:

No. Any time that the commission accepts a correction then I take it exactly as they submitted and it is put in the final copy of the minutes and it is the official record which is kept in a binder as the official record of the minutes as approved, with the date approved in it. And it is available to be copied at request of anyone who comes to the commission office or who contacts me, I will send it out. I would have comment though that it would in fact significantly add the costs if in fact every time we send out the notice of the meeting, in addition to the currently, current minutes under review, we send out the second set. It would be quite a significant addition to the mailing weight and cost and processing to in fact double send information. Already the commission sends far more information out in its mailings than we are required to do, as a courtesy to people who have contacted us.

Commissioner Steiman:

I agree with you.

Commission President:

Moving on to the next agenda item. . . .

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, April 7, 1998
(Approved April 21, 1998)

The San Francisco Public Library Commission held its regular meeting on Tuesday, April 7, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:10 PM by President Charles A. Higueras. Commissioners Steiman and Streets were noted excused attendance.
The following members were noted present: President Higueras and Commissioners Agnos, Coulter, and Llorente.

The Commission President announced that the Commission would meet in closed session as provided by Government Code Section 54957 for the purpose of employee evaluation of the job performance of Ms. Minudri, the City Librarian.

The Commission went into closed session at 5:11 PM

Commission Chin joined the meeting during the closed session

The Commission reconvened in open session at 6:10 PM

The Commissioner Coulter reported that an employee evaluation of the job performance of the City Librarian was the only action taken during the closed session.

MOTION: Commissioner Coulter, seconded by Commissioner Chin moved to report no information concerning any matters discussed during the closed session.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Llorente)

APPROVAL OF MINUTES of the regular meeting of March 17, 1998

MOTION: approval moved by Commissioner Chin, seconded by Commissioner Llorente.

Public Comment: Mr. Ed Regan asked that his reported remarks include mention of a second floor for the new Oceanview Branch. An anonymous member of the public discussed the important legal role official minutes play through their promotion of accountability and thus democracy. Mr. Peter Warfield requested that his reported remarks be amended to distinguish expression of support from requests for information.

The suggested clarifications were accepted by the Commission without objection.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Llorente)

Exhibit B

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri reported on her continuing meetings with Oceanview neighborhood residents and Mr. Norris of the Mayor's Office on improved library services for the neighborhood. She indicated that the Mayor intends construction of an entirely new $2.5 million branch library at 345 Randall Avenue. The City Librarian estimated the proposed branch facility will be 4.500 to 5,000 sq. ft. in size on a single level, 3 to 4 times the current branch size. She proposed to bring a regular monthly report of progress on this proposal to the Commissioners.

Ms. Minudri mentioned that a departmental budget review would be held on April 24, 1998. The City Librarian noted that Technical Services had processed 12,000 reference materials that were not on-line during July-December 1997. She informed the Commissioners that she would provide a report on the Fuhrman Fund as requested by Commissioner Streets at the next meeting. She also called attention to the significant recognition the Library had received by being selected as a host site/training center for Library of Congress National Authority Control (NACO) program. The Library's excellent authority records will be used nationally. The City Librarian commended the hard work and skill of Gregory McKean in Technical Services for gaining this recognition. Ms. Minudri reported that a 10 day evaluation of the book conveyer system resulted in findings that a possible 18 of 48 damaged materials could have been damaged by the system. She pointed out that Library engineers have taken steps to correct deficiencies in its operation. Ms. Minudri commented on the great success of the "Shades of San Francisco" project, reporting 60 participants brought photos to the Western Addition Branch. The City Librarian expressed hope that this project could be continued and expanded to other branches, should sufficient funds be raised.

Marcia Schneider, Acting Chief of Branches/Community Relations described the 3rd Quarter circulation statistics, mentioning a slight 2.36% decrease in branch use, but a 2.06% increase at the Main resulting in a overall 1% decrease. She attributed much of this to impact of the Mission Branch rehabilitation/relocation. Ms. Schneider also discussed the Library's observance of National Library Week beginning April 25th. The Chief of Branches/Community Affairs reported on a number of exciting and interesting special exhibitions and programs to be held during the next month at the Main and various branch libraries. Ms. Schneider then presented a video clip of a BayTV report on the "Shades of San Francisco" program at the Western Addition Branch.

Acting Chief of the Main, Roberto Esteves again highlighted high patron volume experienced at the Main Library during the past month. He reported that 36 events with more that 1265 in attendance had kept the Main very busy. The reported daily patronage averaged 6200 per day. Mr. Esteves announced completion of the 1st in library use survey and proposed to provide a report of its results at a future commission meeting. The Acting Chief of the Main thanks the volunteers who had made possible an extension of viewing hours on the 6th Floor for the very popular Varian Fry exhibition.

Public Comment: An anonymous member of the public expressed concern at the lack of description of specific items in the City Librarian's Report listed in the agenda and read from a Seattle Times article that in part discussed the new Main.

MISSION BRANCH RENOVATION REPORT

At the request of the Department of Public Works this report was deferred to the next meeting of the Commission.

BYLAW REVISION

Commission President Higueras introduced a discussion of a proposed Bylaw revision deleting Article VI, Section 1 of its Bylaws and related references to a Nominating Committee in other Bylaw sections, creating limitations on participants in any nominating process, and establish the 1st Tuesday and 3rd Thursday of each month as the Commission's regular meeting times. Commission President Higueras emphasized his concerns that all of the proposed changes were clearly understood. The Commissioner Secretary and Deputy City Attorney Sandy Schaefer outlined the proposed changes and the process whereby these bylaw revisions had been presented to the Commission, emphasizing the proper noticing of all of the proposed changes. The Deputy City attorney proposed attachment of a marked copy of the amended bylaws to the meeting minutes (copy attached) to highlight these changes. Commissioners Llorente and Chin discussed the need for and their support for approval of these changes.

MOTION: Commissioner Llorente, Seconded by Commissioner Chin moved adoption of the revised Bylaws.

Public Comment: Mr. Peter Warfield discussed the several revisions made to the Commission Bylaws during the past two years, the need for a clear report of these changes, and noted the brief separation between the meeting date and the next scheduled Commission meeting date as set in the proposed bylaw revision.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Llorente)

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Agnos requested a report on the status of the Library's response to last year's audit recommendations. The City Librarian proposed reporting to the Commission at its 1st meeting in May. Commissioner Llorente asked that attention in the report be given to matters no longer at issue as well as the resolved and pending issues. Commissioner Higueras asked for a City Attorney report on the new Main Litigation settlement. In response to inquiries the City Librarian proposed a demonstration of online systems at an upcoming Commission meeting. Commissioner Chin asked for presentations to the Commission by Library Affinity groups on their activities.

Public Comment: Mr. Ed Regan inquired regarding the process for setting Commission meeting agendas.

PUBLIC COMMENT

An anonymous member of the public called attention to and quoted from the Board of Supervisor's proclamation of April 1998 as Parliamentary Law Month, noting the importance of parliamentary rules of procedure and General Robert's Anniversary.

ADJOURNMENT: Upon a motion by Commissioner Coulter, seconded by Commissioner Chin the meeting was adjourned.

ACTION: Approved 5-0 (Aye -Agnos, Chin, Higueras, Steiman, and Llorente).

The meeting was adjourned at 7:22PM

Michael Housh, Library Commission Secretary 4/10/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

PUBLIC LIBRARY

Executive Summary

Mission

The mission of the San Francisco Public Library system is to provide free and equal access to information, independent learning services, and the City's extensive collection of books and materials.

Strategic Issues

- Improve public access to the Main Library's resources by making more books and materials readily available on the shelves and by expanding the Main's capacity for self check-out.
- Upgrade the quality of San Francisco's book collection.

Initiatives for 1998-99

- Construct a new Oceanview Branch Library.
- Repair and rebuild the roofs of the Merced, Parkside, and Anza branch libraries.
- Evaluate the Main Library's self check-out program to determine its effectiveness in reducing patron waiting time and its potential application in neighborhood branch libraries.
- Analyze staff allocations to ensure that existing personnel are assigned to posts and tasks in a manner which best meets public needs.
- Complete the post-occupancy architectural assessment of the new Main Library.

Background

The Public Library strives to provide a contemporary and useful collection of books, materials and electronic resources for the children, youth, and adults of San Francisco. The Library system includes 26 neighborhood branch libraries and the Main Library located in the Civic Center Plaza. San Francisco residents live within a 1.5 mile radius of a full-service branch library.

The Library system has undergone significant changes within the past several years. The system has witnessed funding increases, service expansions, facilities construction and renovations, and technological resource improvements. The primary catalysts for these changes were the passage of Proposition E in June 1994 and the opening of the new Main Library in April 1996.

Proposition E, which provides the Library with dedicated property tax revenue and a stable funding base from the City's General Fund, permitted the Library to increase system-wide operating hours from 801 hours per week to 1,172 hours per week. The dedicated funding also allows the Library to purchase a greater number of books and materials annually.

The expanded hours of service and the opening of the new Main Library have led to tremendous growth in the public's use of the Library system. Although the initial increase in Library usage is now starting to level out, the number of items circulated per week averaged 456,213 in 1997-98, a 63 percent increase over the pre-Proposition E level of 1993-94.

The Library continues to respond to the challenges posed by such rapid expansion. Under new leadership in 1997-98, the Library has made strides in handling the increased shelving and circulation requirements of serving patrons at the new Main Library. Increased attention is being paid to the branch libraries, particularly to their physical conditions, staffing levels, and materials allocations. A reorganization plan designed to revitalize library management, accountability and communication is in place. The Library is implementing additional personnel and financial control systems that will help managers allocate resources such that they will most benefit the public.

Strategic Issues

Recognizing the deficiencies of the current Oceanview Branch Library, the City will allocate $2.5 million in 1998-99 to construct a new Oceanview Branch Library. Following site acquisition, construction of the new facility is expected to begin in Fall 1998.

Deferred maintenance and adverse weather conditions have contributed to the decline of a number of the Library's branch facilities. To address the capital improvements needs of the its branch system, the Library will commence a major roof repair and replacement initiative in 1998-99. Roofs at the Merced, Parkside, and Anza branches will be repaired in order to protect these buildings and the resources they house.

Several initiatives to improve public access to the Library's resources will be underway in 1998-99. To keep pace with inflation, and thereby maintain the current books and materials acquisition level, the Library will receive a three percent increase in its books and materials budget.

During 1997-98, the Library introduced at the new Main a self check-out option designed to reduce patron waiting time. In the coming year, the Library will monitor and evaluate the self check-out program to determine its effectiveness and its potential application in local branches.

As recommended by the Library's management audit conducted in 1996-97, the Library's leadership in 1998-99 will include a Chief Financial Officer and an Assistant City Librarian. In addition, the Library will conduct an analysis of its staffing allocation to ensure that existing personnel are assigned to posts and tasks in a manner which best meets public needs.

Finally, the Library will complete its post-occupancy architectural assessment of the new Main Library, and make facility adjustments as necessary.

Programs

Main Library

The Main Library is the City's largest "branch" library and provides centrally-located reference and circulating collections. The collections contain materials in a variety of formats (print, video, and audio) and in 41 languages, including English, Chinese, and Spanish. Special centers at the Main Library offer focused collections for specific needs or interests. These centers include the Library for the Blind/Print Handicapped, the Environmental Center, the Gay and Lesbian Center, the African American Center, and the San Francisco History Center.

Branch Libraries

The Branch Libraries Division serves San Francisco through 26 satellite libraries. The branches offer various programs such as reading assistance, story times, resources for independent learning, and reading groups. Specific programs offered at each branch are tailored to the needs of the surrounding community.

The Branch Libraries Division also encompasses the following services:

- **Extension Services** – Provides reference support to branch staffs and books and materials deliveries between branches.

- **Friends for Life** – An outreach project in which volunteers bring Library materials to those who have AIDS or are HIV positive.
- **Library on Wheels** – Brings service to older adults throughout the City with stops at senior housing, residence hotels, meal sites, adult day health care, and senior activities centers.
- **Children's Bookmobile** – Serves children unable or unlikely to visit branch facilities.
- **Youth Guidance Center** – Provides services and collections to at-risk youth at the Youth Guidance Center, a youth correctional facility.

Technical Services

Technical Services coordinates all aspects of book and material acquisition and maintenance. Library units that comprise Technical Services are as follows:

- **Acquisitions** – Purchases books, video/ audio tapes, and other library materials.
- **Periodical Processing** – Orders and tracks periodical subscriptions, maintains periodical databases, and provides bibliographic and bindery control for periodicals.
- **Cataloging** – Establishes and maintains the bibliographic database for the Library's online catalog.
- **Materials Selection** – Coordinates the selection of adult and foreign language materials.
- **Preservation** – Manages the conservation, bindery, and preservation program and repairs damaged library materials.

Management Services

Management Services provides system-wide administrative support for and operation of the 27 library facilities. This division renders personnel, finance, security, and custodial services; telecommunications and automated system support; volunteer services; and support for the Library Commission. Many system-wide expenses are centrally budgeted in this program, including materials and supplies, and equipment leases and purchases.

Children's and Youth Services Program

The Children's and Youth Services Program promotes literacy, reading, and information access for children and youth through the age of eighteen. This program oversees the following:

- Selection of materials in more than 50 languages, including audio cassettes, videos, and CD ROMs (approx. 43,000 items).
- Creation of book lists to assist children and teachers in finding information.
- Provision of reference and reader's advisory assistance (601,910 queries in 1996/97).
- Coordination of the Dial-a-Story program, which presents stories in English, Spanish and Cantonese.
- Training for the Book Buddies hospital reading program.
- Coordination of the Teen Advisory Council, in which teens work with the Teen Services Specialist to develop programs for high school age youth.
- Administration of teen volunteers who work with younger children.

The Children's and Youth Services Program also includes projects funded through the Mayor's Office of Children, Youth and Their Families. These projects primarily provide outreach for at-risk children and youth; service to the Youth Guidance Center, the Children's Bookmobile, Outreach Service to Middle Schools, and Outreach Service to the Tenderloin.

Performance Measures

- Begin construction of the new Oceanview Branch Library by October 1998, with completion expected in Fall 1999.
- Complete roof repair projects for the Merced, Parkside, and Anza branches by Summer 1999.
- Complete an analysis of system-wide staffing allocations.
- Increase number of reference questions an-

swered by Library staff by 100,000 annually, a six percent improvement over the 1997-98 level.

- Complete the post-occupancy architectural assessment of the new Main Library.

TOTAL BUDGET - HISTORICAL COMPARISON

	Actuals FY 1996-97	Revised FY 1997-98	Proposed FY 1998-99	Change FY 1997-98 Versus FY 1998-99
AUTHORIZED POSITIONS FTE				
TOTAL AUTHORIZED	521.68	579.07	575.01	(4.06)
NET OPERATING POSITIONS	**521.68**	**579.07**	**575.01**	**(4.06)**
REVENUES				
LOCAL TAXES	12,977,556	14,201,201	15,086,564	885,363
USE OF MONEY OR PROPERTY	365,210	127,964	352,964	225,000
INTERGOVERNMENTAL REVENUE - FEDERAL	432,277	442,428	442,428	0
INTERGOVERNMENTAL REVENUE - STATE	177,850	164,735	164,735	0
CHARGES FOR SERVICES	564,269	593,622	593,622	0
OTHER REVENUES	(1,522)	0	0	0
TRANSFERS IN	0	100,000	2,990,000	2,890,000
EXPENDITURE RECOVERY	63,773	55,000	25,000	(30,000)
FUND BALANCE	0	877,017	0	(877,017)
DEPARTMENTAL TRANSFER ADJUSTMENT	0	0	(2,990,000)	(2,990,000)
OTHER FUNDING SOURCES	295,119	0	0	0
GENERAL FUND SUPPORT	23,511,272	24,548,769	27,901,725	3,352,956
REVENUE TOTAL	**38,385,804**	**41,110,736**	**44,567,038**	**3,456,302**
OPERATING EXPENDITURES				
SALARIES AND WAGES	23,781,798	24,610,767	26,741,222	2,130,455
FRINGE BENEFITS	5,570,533	5,860,957	6,125,846	264,889
OVERHEAD	4,687	0	0	0
NON-PERSONAL SERVICES	1,251,577	2,682,421	2,199,913	(482,508)
MATERIALS AND SUPPLIES	3,790,960	4,126,524	4,353,059	226,535
FACILITIES MAINTENANCE	0	(292,900)	240,000	532,900
SERVICES OF OTHER DEPARTMENTS	1,838,463	2,010,360	1,340,423	(669,937)
TRANSFERS OUT	0	100,000	2,990,000	2,890,000
DEPARTMENTAL TRANSFER ADJUSTMENT	0	0	(2,990,000)	(2,990,000)
OPERATING EXPENDITURE TOTAL	**36,238,018**	**39,098,129**	**41,000,463**	**1,902,334**
CAPITAL EXPENDITURES				
EQUIPMENT	2,147,786	2,012,607	816,575	(1,196,032)
CAPITAL PROJECTS	0	0	2,750,000	2,750,000
CAPITAL EXPENDITURE TOTAL	**2,147,786**	**2,012,607**	**3,566,575**	**1,553,968**
EXPENDITURE BY PROGRAM RECAP				
BRANCH PROGRAM	17,736,065	9,690,848	10,501,808	810,960
CHF-LIBRARY	359,509	420,180	510,596	90,416
CHILDREN'S BASELINE	3,502,258	3,579,246	3,965,280	386,034
LIBRARY MANAGEMENT	1,688,589	11,190,865	15,517,380	4,326,515
MAIN PROGRAM	9,311,003	9,507,707	9,911,411	403,704
TECHNICAL SERVICES	5,788,380	6,721,890	7,150,563	428,673
DEPARTMENTAL TRANSFER ADJUSTMENT	0	0	(2,990,000)	(2,990,000)
EXPENDITURE BY PROGRAM RECAP TOTAL	**38,385,804**	**41,110,736**	**44,567,038**	**3,456,302**

E Culture and Recreation

Art Commission

- Expansion of WritersCorps, which employs local professional writers to teach creative writing classes to youth aged six to 21 who are homeless, incarcerated, or educationally disadvantaged
- $160,000 to repair and restore Lotta's Fountain

Public Library

- $2.5 million in 1998-99 to construct a new Oceanview-Merced-Ingleside (OMI) branch library
- $250,000 to address the capital improvements needs of the Library branch system
- $100,000 for a cost of living adjustment to maintain the Library's book budget

Recreation and Park Commission

- $1.4 million to fund equipment and staff to provide visible and immediate improvement to facilities and programs by creating Mobile Enhancement and Management Training teams
- $1.1 million for replacement of antiquated maintenance and computer equipment
- $100,000 to provide staff uniforms

War Memorial

- New wheelchair accommodations in the Herbst Theatre

F General Administration and Finance

Controller

- $400,000 for additional performance audits of city departments

City Planning

- $150,000 to produce an updated and simpler version of the City's General Plan

Treasurer/Tax Collector

- $425,000 to integrate two computer cashiering systems

Administrative Services

- Funds for an independent study that will integrate departmental ADA compliance studies into a citywide disability access plan

Purchasing

- Additional purchasing agent to expedite the procurement of MUNI vehicles

FY 1998-99 APPROPRIATIONS BY FUND

		Subfunds		Project/Grant	Total Fund
		2S LIB NPR Prop E	2S CHF NPR Children's		
SOURCES OF FUNDS					
REVENUE SUBOBJECTS:					
10999	UNALLOCATED GENERAL PROPERTY TAXES	14,575,968	510,596		15,086,5
30140	INTEREST EARNED - NON POOLED CASH			11,689	11,6
30150	INTEREST EARNED - POOLED CASH			22,763	22,7
39899	OTHER CITY PROPERTY RENTALS	27,964		290,548	318,5
44929	MISC FEDERAL SUBVENTIONS	442,428			442,4
48111	HOMEOWNERS PROP TAX RELIEF	164,735			164,7
62511	BOOKS PAID	31,316			31,3
62531	FINES	390,764			390,7
62541	RESERVE POSTAL CARDS SOLD	13,728			13,7
62542	LIBRARY EVENTS/MEETING ROOM FEES	125,228			125,2
62599	MISCELLANEOUS & OTHER INCOME	32,586			32,5
08699	INTERDEPARTMENTAL RECOVERY	25,000			25,0
9502M	ITI FROM 2S/LIB-PUBLIC LIBRARY FUND			2,990,000	2,990,0
DTA	DEPARTMENTAL TRANSFER ADJUSTMENT	(2,990,000)			(2,990,0
GFS (1)	GENERAL FUND SUPPORT	27,901,725			27,901,7
SOURCES OF FUNDS TOTAL		40,741,442	510,596	3,315,000	44,567,0

(1) This figure represents the nondepartmental (citywide) general fund revenues required to support the department's operations.

USES OF FUNDS

		2S LIB NPR Prop E	2S CHF NPR Children's	Project/Grant	Total Fund
CHARACTER APPROPRIATIONS:					
001	SALARIES	26,375,745	365,477		26,741,2
013	MANDATORY FRINGE BENEFITS	6,034,827	91,019		6,125,8
021	NON PERSONAL SERVICES	1,871,913	3,000		1,874,9
040	MATERIALS & SUPPLIES	4,307,259	45,800		4,353,0
060	CAPITAL OUTLAY	816,575			816,
081	SERVICES OF OTHER DEPTS (AAO FUNDS)	1,335,123	5,300		1,340,
095	INTRAFUND TRANSFERS OUT	2,990,000			2,990,
DTA	DEPARTMENTAL TRANSFER ADJUSTMENT	(2,990,000)			(2,990,
LIBRARY ANNUAL PROJECTS: 2S LIB APR					
FLB510	FACILITIES MAINTENANCE *			240,000	240,
LIBRARY CONTINUING PROJECTS: 2S LIB CPR					
CLB908	ROOF REPAIRS, VARIOUS BRANCHES *			250,000	250,
CLB909	NEW OCEANVIEW BRANCH LIBRARY			2,500,000	2,500,
EXPENDIBLE TRUST BEQUESTS GRANTS: 7E BEQ BEQ					
LBG122	FURHMAN BEQUEST			325,000	325,
USES OF FUNDS TOTAL		40,741,442	510,596	3,315,000	44,567,

EXPENDITURE BY PROGRAM RECAP

	2S LIB NPR Prop E	2S CHF NPR Children's	Project/Grant	Total Fund
PROGRAMS:				
BRANCH PROGRAM	10,501,808			10,501,

FY 1998-99 APPROPRIATIONS BY FUND (cont)

	Subfunds 2S LIB NPR Prop E	 2S CHF NPR Children's	Project/Grant	Total Funding
EXPENDITURE BY PROGRAM RECAP (CONTINUED)				
CHF-LIBRARY		510,596		510,596
CHILDREN'S BASELINE	3,965,280			3,965,280
LIBRARY MANAGEMENT	12,527,380		2,990,000	15,517,380
MAIN PROGRAM	9,911,411			9,911,411
TECHNICAL SERVICES	6,825,563		325,000	7,150,563
DEPARTMENTAL TRANSFER ADJUSTMENT	(2,990,000)			(2,990,000)
EXPENDITURE BY PROGRAM RECAP TOTAL	**40,741,442**	**510,596**	**3,315,000**	**44,567,038**

RESERVED APPROPRIATIONS

	Controller	Mayor	Total
PROJECTS (DESIGNATED WITH ASTERISKS IN USES SECTION):			
LIBRARY SPEC REV FD-ANNUAL PROJECTS: 2SLIBAPR		240,000	240,000
LIBRARY FUND - CONTINUING PROJECTS: 2SLIBCPR		250,000	250,000
RESERVED APPROPRIATIONS TOTAL		**490,000**	**490,000**

Expenditures by Service Area, Department and Program

	FY 1996-97	FY 1997-98		FY 1998-99	
Program	Actuals	Original Budget	Revised Budget	Mayor's Proposed	Mayor's vs. Revised
Service Area : E CULTURE & RECREATION					
PUBLIC LIBRARY					
BRANCH PROGRAM	17,736,065	9,689,263	9,690,848	10,501,808	810,960
CHF-LIBRARY	359,509	420,180	420,180	510,596	90,416
CHILDREN'S BASELINE	3,502,258	3,577,942	3,579,246	3,965,280	386,034
LIBRARY MANAGEMENT	1,688,589	9,602,286	11,190,865	15,517,380	4,326,515
MAIN PROGRAM	9,311,003	9,506,122	9,507,707	9,911,411	403,704
TECHNICAL SERVICES	5,788,380	7,077,305	6,721,890	7,150,563	428,673
DEPARTMENTAL TRANSFER ADJUSTMENTS	0	0	0	(2,990,000)	(2,990,000)
PUBLIC LIBRARY	**38,385,804**	**39,873,098**	**41,110,736**	**44,567,038**	**3,456,302**
RECREATION AND PARK COMMISSION					
CANDLESTICK PARK	5,285,422	6,055,990	5,835,171	5,665,583	(169,588)
CHF-REC & PARK	330,248	334,841	334,841	340,347	5,506
CHILDREN'S BASELINE	10,163,416	10,536,951	10,536,951	11,962,342	1,425,391
CITYWIDE PARKS SERVICES	500,619	0	1,146,664	1,956,440	809,776
DEPARTMENTAL FUND TRANSFER	14,627	14,627	14,627	14,627	0
DEPT'L ADMIN-BUSINESS OFFICE	11,176,185	17,417,374	18,531,690	16,487,733	(2,043,957)
FAMILY CAMP OPERATIONS	986,647	643,997	643,997	652,906	8,909
GOLDEN GATE PARK	8,560,061	8,625,302	6,809,180	7,159,840	350,660
MAINT & OPER OF GOLF COURSE	2,824,863	2,917,453	2,861,490	3,106,360	244,870
MARINA YACHT HARBOR	1,329,541	1,763,540	1,763,540	1,755,940	(7,600)
NEIGHBORHOOD SERVICES	43,342,434	37,746,909	27,633,995	31,849,211	4,215,216
STRUCTURAL MAINTENANCE	0	0	6,511,988	7,156,958	644,970
URBAN FORESTRY	0	0	1,150,639	2,283,278	1,132,639
DEPARTMENTAL TRANSFER ADJUSTMENTS	(8,551,522)	(8,332,432)	(6,651,497)	(6,397,702)	253,795
RECREATION AND PARK COMMISSION	**75,962,541**	**77,724,552**	**77,123,276**	**83,993,863**	**6,870,587**
WAR MEMORIAL					
OPERATIONS & MAINTENANCE	8,019,417	13,058,139	13,058,139	12,141,583	(916,556)
DEPARTMENTAL TRANSFER ADJUSTMENTS	(1,989,440)	(2,905,300)	(2,905,300)	(2,284,632)	620,668
WAR MEMORIAL	**6,029,977**	**10,152,839**	**10,152,839**	**9,856,951**	**(295,888)**
Service Area : E Subtotals	**218,116,250**	**214,232,210**	**215,842,937**	**231,639,518**	**15,796,581**

Funded Positions, Grand Recap by Major Service Area and Department Title

Department	FY 1996-97	FY 1997-98	FY 1998-99	
	Revised Budget	Revised Budget	Mayor's Proposed	Mayor's vs. Revised
E : CULTURE & RECREATION				
ACADEMY OF SCIENCES	9	9	9	0
ADMIN SVCS - CONVENTION FACILITIES MGMT	3	4	4	0
ART COMMISSION	17	17	20	2
ASIAN ARTS MUSEUM	13	12	12	0
COUNTY EDUCATION OFFICE	1	1	1	0
FINE ARTS MUSEUM	72	73	76	3
LAW LIBRARY	3	3	3	0
PUBLIC LIBRARY	522	579	575	(4)
RECREATION AND PARK COMMISSION	909	960	981	21
WAR MEMORIAL	85	98	98	(1)
E : CULTURE & RECREATION TOTAL	**1,633**	**1,757**	**1,779**	**22**
F : GENERAL ADMINISTRATION & FINANCE				
ADMIN SVCS - PURCHASING	179	178	183	5
ADMIN SVCS - REAL ESTATE	11	15	15	0
ADMINISTRATIVE SERVICES	32	40	53	13
ASSESSOR / RECORDER	130	125	134	9
BOARD OF SUPERVISORS	61	74	77	3
CITY ATTORNEY	208	229	234	5
CITY PLANNING	85	111	113	2
CIVIL SERVICE COMMISSION	8	5	7	2
CONTROLLER	144	148	154	6
ELECTIONS	24	27	23	(4)
ETHICS COMMISSION	4	5	6	1
HUMAN RESOURCES	179	186	200	15
MAYOR	110	146	143	(3)
RETIREMENT SYSTEM	61	62	66	4
TREASURER/TAX COLLECTOR	168	168	179	11
F : GENERAL ADMINISTRATION & FINANCE TOTAL	**1,405**	**1,518**	**1,587**	**69**
Report Grand Total:	**24,715**	**25,598**	**26,090**	**492**

1998-99 BUDGET CALENDAR

June 1	Transmittal of budget from Mayor to Board of Supervisors.
June 1 through June 9	Analysis of budget and preparation of recommendations on Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance by Budget Analyst for consideration by the Finance Committee.
June 10	Hearing by the Finance Committee to consider recommendations on Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance.
June 1 through June 15	Preparation of recommendations on budget by Budget Analyst for consideration by the Finance Committee.
June 15	Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance reported to full Board of Supervisors with Finance Committee recommendations; Interim Annual Appropriation and Interim Annual Salary Ordinance passed on first reading.
June 16, 17, 18	Departmental and Budget Analyst presentations to the Finance Committee.
June 20	Public testimony on Departmental budget requests, 9:00 a.m.
June 22	Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance finally passed by Board of Supervisors.
June 23, 24, 25	Finance Committee budget review meetings.
June 26 through July 3	Preparation by Budget Analyst of Finance Committee recommendations to Board of Supervisors on Annual Budget.
June 26 through July 3	Annual Appropriation Ordinance and Annual Salary Ordinance prepared by Controller and Human Resources Department.
July 6	Annual Budget reported to Board of Supervisors with Finance Committee recommendations and budget message.
July 20	Board of Supervisors adopts budget.
July 20	Annual Appropriation Ordinance and Annual Salary Ordinance passed on first reading.
July 27	Annual Appropriation Ordinance and Annual Salary Ordinance finally passed.

FINANCE COMMITTEE
DEPARTMENTAL HEARINGS

Finance Committee Public Hearing, June 16, 1998 1:00 p.m.

General Administration and Finance

ADM	Administrative Services
CFM	Convention Facilities Management
PUR	Purchaser
REG	Elections
RES	Real Estate
MYR	Mayor
CHF	Children, Youth & Families
ECN	Business & Economic Development
ENV	Environment
BOS	Board of Supervisors
ETH	Ethics Commission
CAT	City Attorney
TTX	Treasurer/Tax Collector
CON	Controller
ASR	Assessor/Recorder
CPC	City Planning
PAB	Board of Appeals
RNT	Rent Arbitration Board
CSC	Civil Service Commission
HRD	Human Resources
RET	Retirement System

Public Protection

CRT	Trial Courts
JUV	Juvenile Probation
LLB	Law Library
AGW	County Agriculture/Weights & Measures
CME	Coroner
ANC	Animal Care and Control
PAG	Public Administrator/Guardian
DAT	District Attorney
PDR	Public Defender
SHF	Sheriff
ADP	Adult Probation
FIR	Fire Department
POL	Police

Finance Committee Public Hearing, June 17, 1998 1:00 p.m.

Culture and Recreation

USD	County Education Office
SCI	Academy of Sciences
ART	Art Commission
WAR	War Memorial
FAM	Fine Arts Museums
AAM	Asian Art Museum
LIB	Public Library
REC	Recreation and Park Commission

Public Works, Transportation and Commerce

DPW	Public Works
DBI	Building Inspection
AIR	Airport
PRT	Port
PTC	Parking and Traffic
TIS	Telecommunications & Information Services
PUC	Public Utilities Commission (PUC)
LHP	Light, Heat and Power
HHP	Hetch Hetchy Project
WTR	Water
CWP	Clean Water
DPT	Municipal Railway
	San Francisco Redevelopment Agency

Finance Committee Public Hearing, June 18, 1998 1:00 p.m.

Human Welfare

AGE	Commission on Aging
HRC	Human Rights Commission
WOM	Commission on the Status of Women
DHS	Human Services

Community Health – Department of Public Health

HCN	Community Health Network
HPH	Public Health

GEN **General City Responsibilities**

CAP **Capital Projects**

City and County of San Francisco
Budget Year 1998-99

Revenues by Service Area, Department, Program, Fund, Project, Grant and Subobject

Service Area	: E	CULTURE & RECREATION
Department	: LIB	PUBLIC LIBRARY
Program	: CBF	CHF-LIBRARY
Sub-Fund	: 2S CHF NPR	CHILDREN'S FUND-NON PROJECT

Sub Object	Subobject Title	FY 1996-97 Actuals	FY 1997-98 Original Budget	FY 1997-98 Revised Budget	FY 1997-98 Actuals	FY 1998-99 Dept Request	FY 1998-99 Mayor's Proposed	Mayor's vs. Revised
10999	UNALLOCATED GENERAL PROPERTY TAXES	0	0	420,180	0	0	510,596	90,416
Project :	Subtotals	0	0	420,180	0	0	510,596	90,416
Sub-Fund	: 2S CHF NPR Subtotals	0	0	420,180	0	0	510,596	90,416
Program	: CBF **Subtotal**	0	0	420,180	0	0	510,596	90,416

Revenues by Service Area, Department, Program, Fund, Project, Grant and Subobject

Service Area : E CULTURE & RECREATION
Department : LIB PUBLIC LIBRARY
Program : EEF MAIN PROGRAM
Sub-Fund : 2S LIB NPR PUBLIC LIBRARY PRESERVATION FUND

		FY 1996-97	FY 1997-98			FY 1998-99		
Sub Object	**Subobject Title**	**Actuals**	**Original Budget**	**Revised Budget**	**Actuals**	**Dept Request**	**Mayor's Proposed**	**Mayor's vs. Revised**
62511	BOOKS PAID	0	0	0	(2)	0	0	0
Project :	Subtotals	0	0	0	(2)	0	0	0
Sub-Fund : 2S LIB NPR	Subtotals	0	0	0	(2)	0	0	0
Program : EEF	**Subtotal**	0	0	0	(2)	0	0	0

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City and County of San Francisco
Budget Year 1998-99

Revenues by Service Area, Department, Program, Fund, Project, Grant and Subobject

Service Area	: E	CULTURE & RECREATION
Department	: LIB	PUBLIC LIBRARY
Program	: EGD	TECHNICAL SERVICES
Sub-Fund	: 7E BEQ BEQ	ETF-BEQUESTS FUND

Sub Object	Subobject Title	FY 1996-97 Actuals	FY 1997-98 Original Budget	FY 1997-98 Revised Budget	FY 1997-98 Actuals	FY 1998-99 Dept Request	FY 1998-99 Mayor's Proposed	FY 1998-99 Mayor's vs. Revised
Grant	**: LBG122 FURHMAN BEQUEST**							
30140	INTEREST EARNED - NON POOLED CASH	0	11,689	11,689	0	11,689	11,689	0
30150	INTEREST EARNED - POOLED CASH	0	22,763	22,763	0	22,763	22,763	0
39899	OTHER CITY PROPERTY RENTALS	307,381	65,548	65,548	0	290,548	290,548	225,000
Grant	: LBG122 Subtotals	307,381	100,000	100,000	0	325,000	325,000	225,000
Sub-Fund	: 7E BEQ BEQ Subtotals	307,381	100,000	100,000	0	325,000	325,000	225,000
Program	**: EGD Subtotal**	307,381	100,000	100,000	0	325,000	325,000	225,000

City and County of San Francisco
Budget Year 1998-99

Revenues by Service Area, Department, Program, Fund, Project, Grant and Subobject

Service Area : E **CULTURE & RECREATION**
Department : LIB **PUBLIC LIBRARY**
Program : EIB **LIBRARY MANAGEMENT**
Sub-Fund : 1G AGF AAA **GF-NON-PROJECT-CONTROLLED**

Sub Object	Subobject Title	FY 1996-97	FY 1997-98			FY 1998-99		
		Actuals	Original Budget	Revised Budget	Actuals	Dept Request	Mayor's Proposed	Mayor's vs. Revised
48999	OTHER STATE GRANTS & SUBVENTIONS	7,973	0	0	0	0	0	0
62511	BOOKS PAID	36,768	0	0	15,890	0	0	0
62531	FINES	390,953	0	0	189,870	0	0	0
62541	RESERVE POSTAL CARDS SOLD	13,377	0	0	7,089	0	0	0
62542	LIBRARY EVENTS/MEETING ROOM FEES	93,618	0	0	108,137	0	0	0
62599	MISCELLANEOUS & OTHER INCOME	19,283	0	0	22,537	0	0	0
65999	MISC REVENUE	1,683	0	0	161	0	0	0
Project	: Subtotals	563,655	0	0	343,684	0	0	0
Sub-Fund	: 1G AGF AAA Subtotals	563,655	0	0	343,684	0	0	0
Sub-Fund	**: 2S LIB APR LIBRARY SPEC REV FD-ANNUAL PROJECTS**							
Project	**: FLB510 FACILITIES MAINTENANCE ***							
9502M	ITI FROM 2S/LIB-PUBLIC LIBRARY FUND	0	100,000	100,000	0	240,000	240,000	140,000
Project	: FLB510 Subtotals	0	100,000	100,000	0	240,000	240,000	140,000
Sub-Fund	: 2S LIB APR Subtotals	0	100,000	100,000	0	240,000	240,000	140,000
Sub-Fund	**: 2S LIB CPR LIBRARY FUND - CONTINUING PROJECTS**							
Project	**: CLB908 ROOF REPAIRS, VARIOUS BRANCHES ***							
9502M	ITI FROM 2S/LIB-PUBLIC LIBRARY FUND	0	0	0	0	2,750,000	2,750,000	2,750,000
Project	: CLB908 Subtotals	0	0	0	0	2,750,000	2,750,000	2,750,000
Sub-Fund	: 2S LIB CPR Subtotals	0	0	0	0	2,750,000	2,750,000	2,750,000

City and County of San Francisco
Budget Year 1998-99

Revenues by Service Area, Department, Program, Fund, Project, Grant and Subobject

Service Area	: E	CULTURE & RECREATION
Department	: LIB	PUBLIC LIBRARY
Program	: EIB	LIBRARY MANAGEMENT
Sub-Fund	: 2S LIB FRC	PUBLIC LIBRARY-FEDERAL RECURRING GRANT

Sub Object	Subobject Title	FY 1996-97 Actuals	FY 1997-98 Original Budget	FY 1997-98 Revised Budget	FY 1997-98 Actuals	FY 1998-99 Dept Request	FY 1998-99 Mayor's Proposed	FY 1998-99 Mayor's vs. Revised
Grant	**: LBG908 CALIFORNIA STATE LIBRARY-PROJECT READ**							
44938	OTHER GRANT REVENUE	(9,374)	0	0	0	0	0	0
Grant	: LBG908 Subtotals	(9,374)	0	0	0	0	0	0
Sub-Fund	: 2S LIB FRC Subtotals	(9,374)	0	0	0	0	0	0
Sub-Fund	**: 2S LIB NPR PUBLIC LIBRARY PRESERVATION FUND**							
10110	PROP TAX CURR YR-SECURED	12,357,985	0	0	6,117,931	0	0	0
10120	PROP TAX CURR YR-UNSECURED	433,943	0	0	1,231,717	0	0	0
10310	SUPP ASST SB813-CY SECURED	40,927	0	0	0	0	0	0
10320	SUPP ASST SB813-CY UNSECURED	337	0	0	0	0	0	0
10410	SUPP ASST SB813-PY UNSECURED	110,192	0	0	49,990	0	0	0
10420	SUPP ASST SB813-PY UNSECURED	15,143	0	0	1,413	0	0	0
10943	PENALTY/COSTS-REDEMPTION	19,029	0	0	7,492	0	0	0
39899	OTHER CITY PROPERTY RENTALS	27,954	0	27,964	13,606	27,964	27,964	0
44929	MISC FEDERAL SUBVENTIONS	441,651	282,728	442,428	0	442,428	442,428	0
48111	HOMEOWNERS PROP TAX RELIEF	169,877	0	0	25,677	0	0	0
62511	BOOKS PAID	0	21,000	31,316	0	31,316	31,316	0
62531	FINES	0	370,000	390,764	0	390,764	390,764	0
62541	RESERVE POSTAL CARDS SOLD	0	3,700	13,728	0	13,728	13,728	0
62542	LIBRARY EVENTS/MEETING ROOM FEES	0	0	125,228	0	125,228	125,228	0
62599	MISCELLANEOUS & OTHER INCOME	8,587	32,586	32,586	0	32,586	32,586	0
9201G	CTI FROM 1G-GENERAL FUND	0	24,022,131	24,548,769	0	0	27,901,725	3,352,956
99999B	FUND BALANCE BUDGET BASIS-BEGINNING	0	520,017	520,017	0	0	0	(520,017)
Project	: Subtotals	13,625,625	25,252,162	26,132,800	7,447,826	1,064,014	28,965,739	2,832,939
Sub-Fund	: 2S LIB NPR Subtotals	13,625,625	25,252,162	26,132,800	7,447,826	1,064,014	28,965,739	2,832,939

Revenues by Service Area, Department, Program, Fund, Project, Grant and Subobject

Service Area	: E	CULTURE & RECREATION
Department	: LIB	PUBLIC LIBRARY
Program	: EIB	LIBRARY MANAGEMENT
Sub-Fund	: 7E BEQ BEQ	ETF-BEQUESTS FUND

Sub Object	Subobject Title	FY 1996-97 Actuals	FY 1997-98 Original Budget	FY 1997-98 Revised Budget	FY 1997-98 Actuals	FY 1998-99 Dept Request	FY 1998-99 Mayor's Proposed	FY 1998-99 Mayor's vs. Revised
Grant	**: LBG122 FURHMAN BEQUEST**							
99999B	FUND BALANCE BUDGET BASIS-BEGINNING	0	0	357,000	0	0	0	(357,000)
Grant	: LBG122 Subtotals	0	0	357,000	0	0	0	(357,000)
Sub-Fund	: 7E BEQ BEQ Subtotals	0	0	357,000	0	0	0	(357,000)
Program	**: EIB Subtotal**	14,179,906	25,352,162	26,589,800	7,791,510	4,054,014	31,955,739	5,365,939

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City and County of San Francisco
Budget Year 1998-99

Revenues by Service Area, Department, Program, Fund, Project, Grant and Subobject

Service Area : E CULTURE & RECREATION
Department : LIB PUBLIC LIBRARY
Program : EXX NON PROGRAM
Sub-Fund : 1G AGF AAA GF-NON-PROJECT-CONTROLLED

Sub Object	Subobject Title	FY 1996-97 Actuals	FY 1997-98 Original Budget	FY 1997-98 Revised Budget	FY 1997-98 Actuals	FY 1998-99 Dept Request	FY 1998-99 Mayor's Proposed	FY 1998-99 Mayor's vs. Revised
78902	NSF CHECKS	(1,402)	0	0	(178)	0	0	0
Project :	Subtotals	(1,402)	0	0	(178)	0	0	0
Sub-Fund : 1G AGF AAA	Subtotals	(1,402)	0	0	(178)	0	0	0
Sub-Fund : 2S LIB NPR	**PUBLIC LIBRARY PRESERVATION FUND**							
10999	UNALLOCATED GENERAL PROPERTY TAXES	0	13,781,021	13,781,021	0	14,575,968	14,575,968	794,947
48111	HOMEOWNERS PROP TAX RELIEF	0	164,735	164,735	0	164,735	164,735	0
Project :	Subtotals	0	13,945,756	13,945,756	0	14,740,703	14,740,703	794,947
Sub-Fund : 2S LIB NPR	Subtotals	0	13,945,756	13,945,756	0	14,740,703	14,740,703	794,947
Program : EXX	**Subtotal**	(1,402)	13,945,756	13,945,756	(178)	14,740,703	14,740,703	794,947

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City and County of San Francisco
Budget Year 1998-99

Revenues by Service Area, Department, Program, Fund, Project, Grant and Subobject

Service Area	**: E**	**CULTURE & RECREATION**
Department	**: LIB**	**PUBLIC LIBRARY**
Program	**: XXX**	**NON PROGRAM**
Sub-Fund	**: 1G AGF AAA**	**GF-NON-PROJECT-CONTROLLED**

Sub Object	Subobject Title	FY 1996-97	FY 1997-98			FY 1998-99		
		Actuals	Original Budget	Revised Budget	Actuals	Dept Request	Mayor's Proposed	Mayor's vs. Revised
78901	OVERRAGE(SHORTAGE) CASH RECEIPTS	(120)	0	0	0	0	0	0
Project	: Subtotals	(120)	0	0	0	0	0	0
Sub-Fund	: 1G AGF AAA Subtotals	(120)	0	0	0	0	0	0
Sub-Fund	**: 2S LIB NPR PUBLIC LIBRARY PRESERVATION FUND**							
30150	INTEREST EARNED - POOLED CASH	13,583	0	0	(39,129)	0	0	0
30310	UNREALIZED GAINS (LOSSES)-EITC-GASB31	16,292	0	0	(16,292)	0	0	0
Project	: Subtotals	29,875	0	0	(55,421)	0	0	0
Sub-Fund	: 2S LIB NPR Subtotals	29,875	0	0	(55,421)	0	0	0
Program	**: XXX Subtotal**	29,755	0	0	(55,421)	0	0	0
Department	**: LIB Subtotals**	14,515,640	39,397,918	41,055,736	7,735,909	19,119,717	47,532,038	6,476,302

City and County of San Francisco
Budget Year 1998-99

Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area : E **CULTURE & RECREATION**
Department : LIB **PUBLIC LIBRARY**
Program : CBF **CHF-LIBRARY**
Sub-Fund : 2S CHF NPR **CHILDREN'S FUND-NON PROJECT**

		FY 1996-97	FY 1997-98			FY 1998-99		
Object	**Object Title**	**Actuals**	**Original Budget**	**Revised Budget**	**Actuals**	**Dept Request**	**Mayor's Proposed**	**Mayor's vs. Revised**
001	PERMANENT SALARIES-MISC	221,190	284,920	284,920	108,772	294,232	358,982	74,062
005	TEMP SALARIES-MISC	10,405	6,495	6,495	727	6,495	6,495	0
009	PREMIUM PAY	1,782	0	0	1,244	0	0	0
013	MANDATORY FRINGE BENEFITS	65,153	74,665	74,665	32,312	76,473	91,019	16,354
035	OTHER CURRENT EXPENSES	0	3,000	3,000	501	3,000	3,000	0
040	MATERIALS & SUPPLIES BUDGET ONLY	0	800	800	0	800	800	0
043	EQUIPMENT MAINTENANCE SUPPLIES	1,305	0	0	0	0	0	0
047	FUELS AND LUBRICANTS	495	0	0	0	0	0	0
049	OTHER MATERIALS & SUPPLIES	57,068	45,000	45,000	8,257	45,000	45,000	0
060	EQUIPMENT PURCHASE	2,111	0	0	0	0	0	0
081	SERVICES OF OTHER DEPTS (AAO FUNDS)	0	5,300	5,300	1,114	5,300	5,300	0
Project :	Subtotals	359,509	420,180	420,180	152,927	431,300	510,596	90,416
Sub-Fund : 2S CHF NPR	Subtotals	359,509	420,180	420,180	152,927	431,300	510,596	90,416
Program : CBF	**Subtotal**	359,509	420,180	420,180	152,927	431,300	510,596	90,416

City and County of San Francisco
Budget Year 1998-99

Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area : E **CULTURE & RECREATION**
Department : LIB **PUBLIC LIBRARY**
Program : EEF **MAIN PROGRAM**
Sub-Fund : 1G AGF AAA **GF-NON-PROJECT-CONTROLLED**

		FY 1996-97	FY 1997-98			FY 1998-99		
Object	**Object Title**	**Actuals**	**Original Budget**	**Revised Budget**	**Actuals**	**Dept Request**	**Mayor's Proposed**	**Mayor's vs. Revised**
001	PERMANENT SALARIES-MISC	2,227,001	0	0	402	0	0	0
002	PERMANENT SALARIES-UNIFORM	7,095	0	0	0	0	0	0
005	TEMP SALARIES-MISC	63,362	0	0	0	0	0	0
009	PREMIUM PAY	38,105	0	0	0	0	0	0
011	OVERTIME	6,576	0	0	0	0	0	0
013	MANDATORY FRINGE BENEFITS	566,745	0	0	32	0	0	0
049	OTHER MATERIALS & SUPPLIES	62	0	0	0	0	0	0
Project :	Subtotals	2,908,946	0	0	434	0	0	0
Sub-Fund	: 1G AGF AAA Subtotals	2,908,946	0	0	434	0	0	0
Sub-Fund	**: 2S LIB NPR PUBLIC LIBRARY PRESERVATION FUND**							
001	PERMANENT SALARIES-MISC	3,861,099	7,217,073	7,218,547	3,213,221	7,626,061	7,815,321	596,774
005	TEMP SALARIES-MISC	1,169,433	0	0	59,271	0	0	0
009	PREMIUM PAY	61,377	222,618	222,618	47,452	222,618	222,618	0
011	OVERTIME	16,643	0	0	7,179	0	0	0
013	MANDATORY FRINGE BENEFITS	1,112,881	1,721,431	1,721,542	771,746	1,780,263	1,754,577	33,035
025	ENTERTAINMENT AND PROMOTION	2,725	25,000	25,000	465	0	0	(25,000)
027	PROFESSIONAL & SPECIALIZED SERVICES	24,903	3,000	3,000	315	4,200	4,200	1,200
029	MAINTENANCE SVCS-EQUIPMENT	17,579	13,000	13,000	0	17,404	17,404	4,404
035	OTHER CURRENT EXPENSES	424	250,000	250,000	3,658	44,000	44,000	(206,000)
049	OTHER MATERIALS & SUPPLIES	61,262	54,000	54,000	16,382	53,291	53,291	(709)
060	EQUIPMENT PURCHASE	1,367	0	0	0	0	0	0
081	SERVICES OF OTHER DEPTS (AAO FUNDS)	72,364	0	0	0	0	0	0
Project :	Subtotals	6,402,057	9,506,122	9,507,707	4,119,689	9,747,837	9,911,411	403,704
Sub-Fund	: 2S LIB NPR Subtotals	6,402,057	9,506,122	9,507,707	4,119,689	9,747,837	9,911,411	403,704
Program	**: EEF Subtotal**	9,311,003	9,506,122	9,507,707	4,120,123	9,747,837	9,911,411	403,704

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Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area : E **CULTURE & RECREATION**
Department : LIB **PUBLIC LIBRARY**
Program : EEG **BRANCH PROGRAM**
Sub-Fund : 1G AGF AAA **GF-NON-PROJECT-CONTROLLED**

		FY 1996-97	FY 1997-98			FY 1998-99		
Object	**Object Title**	**Actuals**	**Original Budget**	**Revised Budget**	**Actuals**	**Dept Request**	**Mayor's Proposed**	**Mayor's vs. Revised**
001	PERMANENT SALARIES-MISC	8,834	0	0	0	0	0	0
005	TEMP SALARIES-MISC	1,688	0	0	0	0	0	0
009	PREMIUM PAY	191	0	0	0	0	0	0
013	MANDATORY FRINGE BENEFITS	2,129	0	0	0	0	0	0
Project :	Subtotals	12,842	0	0	0	0	0	0
Sub-Fund : 1G AGF AAA	Subtotals	12,842	0	0	0	0	0	0
Sub-Fund : 2S LIB NPR	**PUBLIC LIBRARY PRESERVATION FUND**							
001	PERMANENT SALARIES-MISC	8,524,720	7,517,343	7,518,817	5,039,677	7,658,341	8,194,853	676,036
005	TEMP SALARIES-MISC	2,964,888	0	0	132,310	0	0	0
009	PREMIUM PAY	232,954	79,873	79,873	103,127	79,873	79,873	0
011	OVERTIME	111,276	0	0	30,914	5,000	5,000	5,000
012	HOLIDAY PAY	188	0	0	58	0	0	0
013	MANDATORY FRINGE BENEFITS	2,775,714	1,745,615	1,745,726	1,239,558	1,787,484	1,858,186	112,460
021	TRAVEL	2,150	0	0	401	0	0	0
022	TRAINING	12,946	0	0	4,544	0	0	0
023	EMPLOYEE FIELD EXPENSE	4,818	0	0	3,647	0	0	0
024	MEMBERSHIP FEES	69,093	0	0	3,151	0	0	0
025	ENTERTAINMENT AND PROMOTION	0	0	0	0	25,000	25,000	25,000
026	COURT FEES AND OTHER COMPENSATION	0	0	0	214	0	0	0
027	PROFESSIONAL & SPECIALIZED SERVICES	156,337	8,000	8,000	19,980	8,000	8,000	0
028	MAINTENANCE SVCS-BUILDING & STRUCTURES	53,725	0	0	21,735	0	0	0
029	MAINTENANCE SVCS-EQUIPMENT	156,821	6,350	6,350	79,855	30,850	30,850	24,500
030	RENTS & LEASES-BUILDINGS & STRUCTURES	113,654	129,032	129,032	68,439	129,032	129,032	0
031	RENTS & LEASES-EQUIPMENT	19,823	18,000	18,000	16,037	0	0	(18,000)
032	UTILITIES	40,380	0	0	23,525	0	47,868	47,868
035	OTHER CURRENT EXPENSES	94,053	4,050	4,050	56,063	4,050	4,050	0
042	BUILDING & CONSTRUCTION SUPPLIES	114,860	0	0	105,455	0	0	0

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Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area : E **CULTURE & RECREATION**
Department : LIB **PUBLIC LIBRARY**
Program : EEG **BRANCH PROGRAM**
Sub-Fund : 2S LIB NPR **PUBLIC LIBRARY PRESERVATION FUND**

		FY 1996-97	FY 1997-98			FY 1998-99		
Object	**Object Title**	**Actuals**	**Original Budget**	**Revised Budget**	**Actuals**	**Dept Request**	**Mayor's Proposed**	**Mayor's vs. Revised**
043	EQUIPMENT MAINTENANCE SUPPLIES	5,449	0	0	492	0	0	0
045	SAFETY	5,242	0	0	2,785	0	0	0
049	OTHER MATERIALS & SUPPLIES	101,654	41,000	41,000	19,585	73,096	73,096	32,096
060	EQUIPMENT PURCHASE	87,796	0	0	(702)	0	0	0
062	EQUIPMENT LEASE/PURCHASE-OPTION RENEWAL	968,863	0	0	0	0	0	0
063	EQUIPT LEASE/PURCHASE-FIN AGCY-INITIAL	418,168	0	0	0	0	0	0
081	SERVICES OF OTHER DEPTS (AAO FUNDS)	687,651	140,000	140,000	157,935	46,000	46,000	(94,000)
Project :	Subtotals	17,723,223	9,689,263	9,690,848	7,128,785	9,846,726	10,501,808	810,960
Sub-Fund : 2S LIB NPR	Subtotals	17,723,223	9,689,263	9,690,848	7,128,785	9,846,726	10,501,808	810,960
Program : EEG	**Subtotal**	17,736,065	9,689,263	9,690,848	7,128,785	9,846,726	10,501,808	810,960

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Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area	: E	CULTURE & RECREATION
Department	: LIB	PUBLIC LIBRARY
Program	: EGD	TECHNICAL SERVICES
Sub-Fund	: 1G AGF AAA	GF-NON-PROJECT-CONTROLLED

Object	Object Title	FY 1996-97	FY 1997-98			FY 1998-99		
		Actuals	Original Budget	Revised Budget	Actuals	Dept Request	Mayor's Proposed	Mayor's vs. Revised
001	PERMANENT SALARIES-MISC	663,102	0	0	0	0	0	0
005	TEMP SALARIES-MISC	11,638	0	0	0	0	0	0
009	PREMIUM PAY	7,842	0	0	0	0	0	0
013	MANDATORY FRINGE BENEFITS	159,731	0	0	0	0	0	0
042	BUILDING & CONSTRUCTION SUPPLIES	188	0	0	0	0	0	0
049	OTHER MATERIALS & SUPPLIES	180	0	0	0	0	0	0
060	EQUIPMENT PURCHASE	2,275	0	0	0	0	0	0
Project	: Subtotals	844,956	0	0	0	0	0	0
Sub-Fund	: 1G AGF AAA Subtotals	844,956	0	0	0	0	0	0
Sub-Fund	**: 2S LIB NPR PUBLIC LIBRARY PRESERVATION FUND**							
001	PERMANENT SALARIES-MISC	712,832	2,162,492	2,163,966	963,589	2,197,055	2,403,798	239,832
003	PERMANENT SALARIES-PLATFORM	7,980	0	0	4,011	0	0	0
005	TEMP SALARIES-MISC	662,735	0	0	92	0	0	0
009	PREMIUM PAY	13,297	25,106	25,106	10,459	25,106	25,106	0
011	OVERTIME	1,866	0	0	2,100	0	0	0
013	MANDATORY FRINGE BENEFITS	322,845	558,707	558,818	227,976	557,221	587,384	28,566
023	EMPLOYEE FIELD EXPENSE	365	0	0	300	140	140	140
024	MEMBERSHIP FEES	150	2,600	2,600	0	0	0	(2,600)
027	PROFESSIONAL & SPECIALIZED SERVICES	65,082	150,000	150,000	1,200	150,000	150,000	0
028	MAINTENANCE SVCS-BUILDING & STRUCTURES	580	0	0	0	0	0	0
029	MAINTENANCE SVCS-EQUIPMENT	163	0	0	0	0	0	0
035	OTHER CURRENT EXPENSES	333,060	590,000	580,000	42,404	285,000	285,000	(295,000)
040	MATERIALS & SUPPLIES BUDGET ONLY	0	0	10,000	0	0	0	(10,000)
042	BUILDING & CONSTRUCTION SUPPLIES	3,002	0	0	2,779	0	0	0
043	EQUIPMENT MAINTENANCE SUPPLIES	0	1,500	1,500	884	1,500	1,500	0
049	OTHER MATERIALS & SUPPLIES	2,798,149	3,486,900	3,129,900	766,845	3,267,635	3,372,635	242,735
051	INSURANCE	0	0	0	750	0	0	0

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Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area : E **CULTURE & RECREATION**
Department : LIB **PUBLIC LIBRARY**
Program : EGD **TECHNICAL SERVICES**
Sub-Fund : 2S LIB NPR **PUBLIC LIBRARY PRESERVATION FUND**

		FY 1996-97	FY 1997-98			FY 1998-99		
Object	Object Title	Actuals	Original Budget	Revised Budget	Actuals	Dept Request	Mayor's Proposed	Mayor's vs. Revised
060	EQUIPMENT PURCHASE	9,880	0	0	0	0	0	0
062	EQUIPMENT LEASE/PURCHASE-OPTION RENEWAL	76,000	0	0	0	0	0	0
081	SERVICES OF OTHER DEPTS (AAO FUNDS)	(293,708)	0	0	0	0	0	0
086	INTERDEPARTMENTAL RECOVERY	(63,773)	(55,000)	(55,000)	0	(25,000)	(25,000)	30,000
Project :	Subtotals	4,650,505	6,922,305	6,566,890	2,023,389	6,458,657	6,800,563	233,673
Project : PLB005	**LIB SPECIAL COLL. FUND - MISCELLANEOUS**							
049	OTHER MATERIALS & SUPPLIES	253	0	0	0	0	0	0
Project : PLB005	Subtotals	253	0	0	0	0	0	0
Sub-Fund : 2S LIB NPR	Subtotals	4,650,758	6,922,305	6,566,890	2,023,389	6,458,657	6,800,563	233,673
Sub-Fund : 7E BEQ BEQ	**ETF-BEQUESTS FUND**							
035	OTHER CURRENT EXPENSES	592	0	0	0	0	0	0
049	OTHER MATERIALS & SUPPLIES	22,914	0	0	0	0	0	0
Grant : LBG100	**SPECIAL ANECDOTAL LIBRARY FUND**							
049	OTHER MATERIALS & SUPPLIES	63	0	0	0	0	0	0
Grant : LBG100	Subtotals	63	0	0	0	0	0	0
Grant : LBG122	**FURHMAN BEQUEST**							
035	OTHER CURRENT EXPENSES	50,000	100,000	100,000	0	325,000	325,000	225,000
049	OTHER MATERIALS & SUPPLIES	150,985	0	0	0	0	0	0
060	EQUIPMENT PURCHASE	4,339	0	0	0	0	0	0
Grant : LBG122	Subtotals	205,324	100,000	100,000	0	325,000	325,000	225,000
Project :	Subtotals	228,893	100,000	100,000	0	325,000	325,000	225,000
Sub-Fund : 7E BEQ BEQ	Subtotals	228,893	100,000	100,000	0	325,000	325,000	225,000

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Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area : E CULTURE & RECREATION
Department : LIB PUBLIC LIBRARY
Program : EIB LIBRARY MANAGEMENT
Sub-Fund : 2S LIB APR LIBRARY SPEC REV FD-ANNUAL PROJECTS

		FY 1996-97	FY 1997-98			FY 1998-99		
Object	**Object Title**	**Actuals**	**Original Budget**	**Revised Budget**	**Actuals**	**Dept Request**	**Mayor's Proposed**	**Mayor's vs. Revised**
Sub-Fund	: 2S LIB APR Subtotals	137,429	100,000	100,000	16,959	240,000	240,000	140,000
Sub-Fund	**: 2S LIB CPR LIBRARY FUND - CONTINUING PROJECTS**							
Project	**: CLB908 ROOF REPAIRS, VARIOUS BRANCHES ***							
067	BLDS,STRUCTURES & IMPROVEMENTS	0	0	0	0	250,000	250,000	250,000
Project	: CLB908 Subtotals	0	0	0	0	250,000	250,000	250,000
Project	**: CLB909 NEW OCEANVIEW BRANCH LIBRARY**							
067	BLDS,STRUCTURES & IMPROVEMENTS	0	0	0	0	2,500,000	2,500,000	2,500,000
Project	: CLB909 Subtotals	0	0	0	0	2,500,000	2,500,000	2,500,000
Sub-Fund	: 2S LIB CPR Subtotals	0	0	0	0	2,750,000	2,750,000	2,750,000
Sub-Fund	**: 2S LIB FRC PUBLIC LIBRARY-FEDERAL RECURRING GRANT**							
Grant	**: LBG908 CALIFORNIA STATE LIBRARY-PROJECT READ**							
020	OVERHEAD	4,687	0	0	0	0	0	0
Grant	: LBG908 Subtotals	4,687	0	0	0	0	0	0
Sub-Fund	: 2S LIB FRC Subtotals	4,687	0	0	0	0	0	0
Sub-Fund	**: 2S LIB NPR PUBLIC LIBRARY PRESERVATION FUND**							
001	PERMANENT SALARIES-MISC	(519,746)	3,817,481	4,345,260	0	5,114,343	4,523,108	177,848
005	TEMP SALARIES-MISC	2,280	70,000	70,000	0	70,000	70,000	0
009	PREMIUM PAY	57	10,059	10,059	0	10,059	10,059	0
011	OVERTIME	790	29,769	29,769	0	29,769	29,769	0
012	HOLIDAY PAY	0	2,097	2,097	0	2,097	2,097	0
013	MANDATORY FRINGE BENEFITS	(99,918)	1,018,318	1,096,751	0	1,235,684	1,146,094	49,343
021	TRAVEL	0	8,000	8,000	0	13,410	13,410	5,410

Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area : E CULTURE & RECREATION
Department : LIB PUBLIC LIBRARY
Program : EGD TECHNICAL SERVICES
Sub-Fund : 7E BEQ BEQ ETF-BEQUESTS FUND

		FY 1996-97	FY 1997-98			FY 1998-99		
Object	Object Title	Actuals	Original Budget	Revised Budget	Actuals	Dept Request	Mayor's Proposed	Mayor's vs. Revised
Program : EGD Subtotal		5,724,607	7,022,305	6,666,890	2,023,389	6,783,657	7,125,563	458,673

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Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area : E **CULTURE & RECREATION**
Department : LIB **PUBLIC LIBRARY**
Program : EIB **LIBRARY MANAGEMENT**
Sub-Fund : 1G AGF AAA **GF-NON-PROJECT-CONTROLLED**

		FY 1996-97		FY 1997-98			FY 1998-99	
Object	**Object Title**	**Actuals**	**Original Budget**	**Revised Budget**	**Actuals**	**Dept Request**	**Mayor's Proposed**	**Mayor's vs. Revised**
001	PERMANENT SALARIES-MISC	15,781	0	0	0	0	0	0
005	TEMP SALARIES-MISC	413	0	0	0	0	0	0
009	PREMIUM PAY	310	0	0	0	0	0	0
011	OVERTIME	480	0	0	0	0	0	0
013	MANDATORY FRINGE BENEFITS	26,070	0	0	0	0	0	0
035	OTHER CURRENT EXPENSES	(712)	0	0	0	0	0	0
042	BUILDING & CONSTRUCTION SUPPLIES	1,222	0	0	0	0	0	0
044	HOSPITAL, CLINICS & LABORATORY SUPPLIES	3,295	0	0	0	0	0	0
049	OTHER MATERIALS & SUPPLIES	3,265	0	0	0	0	0	0
081	SERVICES OF OTHER DEPTS (AAO FUNDS)	127,369	0	0	0	0	0	0
Project :	Subtotals	177,493	0	0	0	0	0	0
Sub-Fund : 1G AGF AAA	Subtotals	177,493	0	0	0	0	0	0
Sub-Fund : 2S HWF SRC	**HUMAN WELFARE-STATE RECURRING GRANT**							
Grant : LBSF02	**MAJOR URBAN LIBRARY-GRT# 40-3087**							
049	OTHER MATERIALS & SUPPLIES	37	0	0	0	0	0	0
Grant : LBSF02	Subtotals	37	0	0	0	0	0	0
Sub-Fund : 2S HWF SRC	Subtotals	37	0	0	0	0	0	0
Sub-Fund : 2S LIB APR	**LIBRARY SPEC REV FD-ANNUAL PROJECTS**							
Project : FLB510	**FACILITIES MAINTENANCE ***							
060	EQUIPMENT PURCHASE	0	0	120,300	0	0	0	(120,300)
06F	FACILITIES MAINTENANCE PROJECTS-BUDGET	0	100,000	(292,900)	0	240,000	240,000	532,900
081	SERVICES OF OTHER DEPTS (AAO FUNDS)	137,429	0	272,600	16,959	0	0	(272,600)
Project : FLB510	Subtotals	137,429	100,000	100,000	16,959	240,000	240,000	140,000

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Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area	: E	**CULTURE & RECREATION**
Department	: LIB	**PUBLIC LIBRARY**
Program	: EIB	**LIBRARY MANAGEMENT**
Sub-Fund	: 2S LIB NPR	**PUBLIC LIBRARY PRESERVATION FUND**

		FY 1996-97	FY 1997-98			FY 1998-99		
Object	**Object Title**	**Actuals**	**Original Budget**	**Revised Budget**	**Actuals**	**Dept Request**	**Mayor's Proposed**	**Mayor's vs. Revised**
022	TRAINING	24,000	100,412	100,412	0	106,880	106,880	6,468
023	EMPLOYEE FIELD EXPENSE	0	6,500	6,500	0	9,450	9,450	2,950
024	MEMBERSHIP FEES	0	75,000	75,000	0	77,600	77,600	2,600
027	PROFESSIONAL & SPECIALIZED SERVICES	(28,000)	104,000	615,000	0	104,000	104,000	(511,000)
028	MAINTENANCE SVCS-BUILDING & STRUCTURES	0	108,000	108,000	0	117,000	117,000	9,000
029	MAINTENANCE SVCS-EQUIPMENT	2,751	193,750	198,500	0	459,283	459,283	260,783
031	RENTS & LEASES-EQUIPMENT	900	34,200	34,200	0	30,000	30,000	(4,200)
035	OTHER CURRENT EXPENSES	2,325	171,800	171,800	350	135,769	135,769	(36,031)
040	MATERIALS & SUPPLIES BUDGET ONLY	0	30,000	30,000	0	45,000	45,000	15,000
042	BUILDING & CONSTRUCTION SUPPLIES	(37)	145,000	144,500	0	238,691	238,691	94,191
043	EQUIPMENT MAINTENANCE SUPPLIES	0	30,000	30,000	0	46,000	46,000	16,000
044	HOSPITAL, CLINICS & LABORATORY SUPPLIES	0	5,000	5,000	0	5,000	5,000	0
045	SAFETY	104	10,900	10,900	0	12,900	12,900	2,000
047	FUELS AND LUBRICANTS	0	3,000	3,000	0	3,000	3,000	0
049	OTHER MATERIALS & SUPPLIES	300,360	61,000	56,750	(265,788)	247,972	247,972	191,222
060	EQUIPMENT PURCHASE	0	0	114,367	0	0	0	(114,367)
061	EQUIPMENT LEASE PURCHASE-INITIAL	158,256	0	0	85,753	0	0	0
062	EQUIPMENT LEASE/PURCHASE-OPTION RENEWAL	20,520	968,863	968,863	968,863	0	0	(968,863)
063	EQUIPT LEASE/PURCHASE-FIN AGCY-INITIAL	398,211	0	0	0	0	0	0
064	EQPT LEASE/PURCH-CITY FIN AGCY-OPT RENEW	0	809,077	809,077	391,190	816,575	816,575	7,498
081	SERVICES OF OTHER DEPTS (AAO FUNDS)	1,075,424	1,590,060	1,590,060	34,569	1,290,723	1,287,723	(302,337)
082	SERVICES OF OTHER DEPTS (NON-AAO-FUNDS)	30,666	0	0	0	0	0	0
095	INTRAFUND TRANSFERS OUT	0	100,000	100,000	0	2,990,000	2,990,000	2,890,000
Project :	Subtotals	1,368,943	9,502,286	10,733,865	1,214,937	13,211,205	12,527,380	1,793,515
Sub-Fund : 2S LIB NPR	Subtotals	1,368,943	9,502,286	10,733,865	1,214,937	13,211,205	12,527,380	1,793,515

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Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area : E **CULTURE & RECREATION**
Department : LIB **PUBLIC LIBRARY**
Program : FAL **CHILDREN'S BASELINE**
Sub-Fund : 1G AGF AAA **GF-NON-PROJECT-CONTROLLED**

		FY 1996-97	FY 1997-98			FY 1998-99		
Object	**Object Title**	**Actuals**	**Original Budget**	**Revised Budget**	**Actuals**	**Dept Request**	**Mayor's Proposed**	**Mayor's vs. Revised**
035	OTHER CURRENT EXPENSES	2,000	0	0	0	0	0	0
Project :	Subtotals	2,000	0	0	0	0	0	0
Sub-Fund : 1G AGF AAA	Subtotals	2,000	0	0	0	0	0	0
Sub-Fund : 2S LIB NPR	**PUBLIC LIBRARY PRESERVATION FUND**							
001	PERMANENT SALARIES-MISC	2,476,666	2,588,923	2,590,136	1,233,188	2,686,997	2,951,039	360,903
005	TEMP SALARIES-MISC	135,987	43,104	43,104	1,323	43,104	43,104	0
009	PREMIUM PAY	56,668	0	0	27,869	0	0	0
011	OVERTIME	2,013	0	0	197	0	0	0
013	MANDATORY FRINGE BENEFITS	639,183	663,364	663,455	306,424	680,053	688,586	25,131
025	ENTERTAINMENT AND PROMOTION	267	0	0	0	0	0	0
029	MAINTENANCE SVCS-EQUIPMENT	28,623	42,154	42,154	0	42,154	42,154	0
035	OTHER CURRENT EXPENSES	0	30,823	30,823	41	30,823	30,823	0
040	MATERIALS & SUPPLIES BUDGET ONLY	0	0	(1,000)	0	0	0	1,000
042	BUILDING & CONSTRUCTION SUPPLIES	26	0	0	0	0	0	0
043	EQUIPMENT MAINTENANCE SUPPLIES	4,527	1,560	1,560	0	1,560	1,560	0
049	OTHER MATERIALS & SUPPLIES	155,030	206,614	206,614	1,142	206,614	206,614	0
081	SERVICES OF OTHER DEPTS (AAO FUNDS)	1,268	1,400	2,400	0	1,400	1,400	(1,000)
Project :	Subtotals	3,500,258	3,577,942	3,579,246	1,570,184	3,692,705	3,965,280	386,034
Sub-Fund : 2S LIB NPR	Subtotals	3,500,258	3,577,942	3,579,246	1,570,184	3,692,705	3,965,280	386,034
Program : FAL	**Subtotal**	3,502,258	3,577,942	3,579,246	1,570,184	3,692,705	3,965,280	386,034
Department : LIB	**Subtotals**	38,322,031	39,818,098	41,055,736	16,227,304	46,703,430	47,532,038	6,476,302

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Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area : E CULTURE & RECREATION
Department : LIB PUBLIC LIBRARY
Program : EIB LIBRARY MANAGEMENT
Sub-Fund : 7E BEQ BEQ ETF-BEQUESTS FUND

Object	Object Title	FY 1996-97	FY 1997-98			FY 1998-99		
		Actuals	Original Budget	Revised Budget	Actuals	Dept Request	Mayor's Proposed	Mayor's vs. Revised
Grant : LBG122	**FURHMAN BEQUEST**							
049	OTHER MATERIALS & SUPPLIES	0	0	357,000	0	0	0	(357,000)
Grant : LBG122	Subtotals	0	0	357,000	0	0	0	(357,000)
Sub-Fund : 7E BEQ BEQ	Subtotals	0	0	357,000	0	0	0	(357,000)
Program : EIB	**Subtotal**	1,688,589	9,602,286	11,190,865	1,231,896	16,201,205	15,517,380	4,326,515

BPREP Report: BPB_7652
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Equipment by Primary Service Area, Department, Program, Fund, Project, Grant and Equipment Number

Service Area	: E	CULTURE & RECREATION
Department	: LIB	PUBLIC LIBRARY
Program	: EEG	BRANCH PROGRAM
Sub-Fund	: 2S LIB NPR	PUBLIC LIBRARY PRESERVATION FUND

Sub Object	Equipment Title	Unit Cost	FY 1996-97 Revised Amount	FY 1997-98 Revised Amount	Dept Request Count	Dept Request Amount	FY 1998-99 Mayor's Proposed Count	FY 1998-99 Mayor's Proposed Amount	Mayor's vs. Revised Amount
Sub-Fund	: 2S LIB NPR PUBLIC LIBRARY PRESERVATION FUND								
06029	AUTOMOTIVE & OTHER VEHICLES		17,555	0	0	0	0	0	0
06061	DATA PROCESSING EQUIPMENT		11,943	0	0	0	0	0	0
06099	OTHER EQUIPMENT		58,298	0	0	0	0	0	0
06261	DATA PROCESSING EQ-LEASE/PURCH-OP		968,863	0	0	0	0	0	0
06399	OTHER EQUIP L/P-FIN AGENCY-INITIAL		418,168	0	0	0	0	0	0
Project	: Subtotals		1,474,827	0		0		0	0
Sub-Fund	: 2S LIB NPR Subtotals		1,474,827	0		0		0	0
Program	: EEG Subtotal		1,474,827	0		0		0	0

Equipment by Primary Service Area, Department, Program, Fund, Project, Grant and Equipment Number

Service Area	: E	CULTURE & RECREATION
Department	: LIB	PUBLIC LIBRARY
Program	: EEF	MAIN PROGRAM
Sub-Fund	: 2S LIB NPR	PUBLIC LIBRARY PRESERVATION FUND

Sub Object	Equipment Title	Unit Cost	FY 1996-97 Revised Amount	FY 1997-98 Revised Amount	FY 1998-99 Dept Request Count	FY 1998-99 Dept Request Amount	FY 1998-99 Mayor's Proposed Count	FY 1998-99 Mayor's Proposed Amount	FY 1998-99 Mayor's vs. Revised Amount
Sub-Fund : 2S LIB NPR	PUBLIC LIBRARY PRESERVATION FUND								
06031	BOOKS		1,367	0	0	0	0	0	0
Project :	Subtotals		1,367	0		0		0	0
Sub-Fund : 2S LIB NPR	Subtotals		1,367	0		0		0	0
Program : EEF	**Subtotal**		1,367	0		0		0	0

BPREP Report: BPB_7652
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City and County of San Francisco
Budget Year 1998-99

Equipment by Primary Service Area, Department, Program, Fund, Project, Grant and Equipment Number

Service Area	**: E**	**CULTURE & RECREATION**
Department	**: LIB**	**PUBLIC LIBRARY**
Program	**: CBF**	**CHF-LIBRARY**
Sub-Fund	**: 2S CHF NPR**	**CHILDREN'S FUND-NON PROJECT**

Sub Object	Equipment Title	Unit Cost	FY 1996-97 Revised Amount	FY 1997-98 Revised Amount	FY 1998-99 Dept Request Count	FY 1998-99 Dept Request Amount	FY 1998-99 Mayor's Proposed Count	FY 1998-99 Mayor's Proposed Amount	Mayor's vs. Revised Amount
Sub-Fund : 2S CHF NPR	**CHILDREN'S FUND-NON PROJECT**								
06031 BOOKS			2,111	0	0	0	0	0	0
Project :	Subtotals		2,111	0		0		0	0
Sub-Fund : 2S CHF NPR Subtotals			2,111	0		0		0	0
Program : CBF Subtotal			2,111	0		0		0	0

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Equipment by Primary Service Area, Department, Program, Fund, Project, Grant and Equipment Number

Service Area : E **CULTURE & RECREATION**
Department : LIB **PUBLIC LIBRARY**
Program : EGD **TECHNICAL SERVICES**
Sub-Fund : 1G AGF AAA **GF-NON-PROJECT-CONTROLLED**

Sub Object	Equipment Title	Unit Cost	FY 1996-97 Revised Amount	FY 1997-98 Revised Amount	FY 1998-99 Dept Request Count	FY 1998-99 Dept Request Amount	FY 1998-99 Mayor's Proposed Count	FY 1998-99 Mayor's Proposed Amount	Mayor's vs. Revised Amount
Sub-Fund	**: 1G AGF AAA GF-NON-PROJECT-CONTROLLED**								
06099	OTHER EQUIPMENT		2,275	0	0	0	0	0	0
Project	: Subtotals		2,275	0		0		0	0
Sub-Fund	: 1G AGF AAA Subtotals		2,275	0		0		0	0
Sub-Fund	**: 2S LIB NPR PUBLIC LIBRARY PRESERVATION FUND**								
06031	BOOKS		27,993	0	0	0	0	0	0
06061	DATA PROCESSING EQUIPMENT		132	0	0	0	0	0	0
06099	OTHER EQUIPMENT		(18,245)	0	0	0	0	0	0
06261	DATA PROCESSING EQ-LEASE/PURCH-OP		76,000	0	0	0	0	0	0
Project	: Subtotals		85,880	0		0		0	0
Sub-Fund	: 2S LIB NPR Subtotals		85,880	0		0		0	0
Sub-Fund	**: 7E BEQ BEQ ETF-BEQUESTS FUND**								
Grant	**: LBG122 FURHMAN BEQUEST**								
06031	BOOKS		4,339	0	0	0	0	0	0
Grant	: LBG122 Subtotals		4,339	0		0		0	0
Sub-Fund	: 7E BEQ BEQ Subtotals		4,339	0		0		0	0
Program	**: EGD Subtotal**		92,494	0		0		0	0

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Equipment by Primary Service Area, Department, Program, Fund, Project, Grant and Equipment Number

Service Area : E **CULTURE & RECREATION**
Department : LIB **PUBLIC LIBRARY**
Program : EIB **LIBRARY MANAGEMENT**
Sub-Fund : 2S LIB APR **LIBRARY SPEC REV FD-ANNUAL PROJECTS**

Sub Object	Equipment Title	Unit Cost	FY 1996-97 Revised Amount	FY 1997-98 Revised Amount	FY 1998-99 Dept Request Count	FY 1998-99 Dept Request Amount	FY 1998-99 Mayor's Proposed Count	FY 1998-99 Mayor's Proposed Amount	FY 1998-99 Mayor's vs. Revised Amount
Sub-Fund	**: 2S LIB APR LIBRARY SPEC REV FD-ANNUAL PROJECTS**								
Project	**: FLB510 FACILITIES MAINTENANCE '**								
06031	BOOKS		0	120,300	0	0	0	0	(120,300)
Project	: FLB510 Subtotals		0	120,300		0		0	(120,300)
Sub-Fund	: 2S LIB APR Subtotals		0	120,300		0		0	(120,300)
Sub-Fund	**: 2S LIB NPR PUBLIC LIBRARY PRESERVATION FUND**								
06000	EQUIPMENT PURCHASE-BUDGET		0	114,367	0	0	0	0	(114,367)
06161	DATA PROCESSING EQUIP-LEASE/PURCH-I		137,368	0	0	0	0	0	0
06199	OTHER EQUIP LEASE/PURCH-INITIAL		20,888	0	0	0	0	0	0
06261	DATA PROCESSING EQ-LEASE/PURCH-OP		20,520	968,863	0	0	0	0	(968,863)
06399	OTHER EQUIP L/P-FIN AGENCY-INITIAL		398,211	0	0	0	0	0	0
06400	EQ LEASE/PURCH-FIN AGENCY-RENEWAL-		0	809,077	0	816,575	0	816,575	7,498
Project	: Subtotals		576,987	1,892,307		816,575		816,575	(1,075,732)
Sub-Fund	: 2S LIB NPR Subtotals		576,987	1,892,307		816,575		816,575	(1,075,732)
Program	**: EIB Subtotal**		576,987	2,012,607		816,575		816,575	(1,196,032)
Department	**: LIB Subtotals**		2,147,786	2,012,607		816,575		816,575	(1,196,032)

City and County of San Francisco
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Authorized Positions by Primary Service Area, Department, Program, Fund, Project, Grant, Job Class and Position Status

Service Area : E CULTURE & RECREATION
Department : LIB PUBLIC LIBRARY
Program : CBF CHF-LIBRARY
Sub-Fund : 2S CHF NPR CHILDREN'S FUND-NON PROJECT

Job Class	Class Title	Ind	Pay Rate	FY 1996-97 Revised Count	FY 1997-98 Revised Count	FY 1997-98 Revised Amount	FY 1998-99 Dept Request Count	FY 1998-99 Dept Request Amount	FY 1998-99 Mayor's Proposed Count	FY 1998-99 Mayor's Proposed Amount	FY 1998-99 Mayor's vs. Revised Count	FY 1998-99 Mayor's vs. Revised Amount
STEPM	STEP ADJUSTMENTS, MISCELLANEOU	A	0T0	0.00	0.00	(61,492)	0.00	(63,171)	0.00	(63,171)	0.00	(1,679)
STEPM	STEP ADJUSTMENTS, MISCELLANEOU	N	0T0	0.00	0.00	0	0.00	0	1.00	64,750	1.00	64,750
3616	LIBRARY TECHNICAL ASSISTANT I..........	A	1443B1748	1.07	1.07	48,500	1.07	50,036	1.07	50,036	0.00	1,536
3630	LIBRARIAN I.........	A	1686B2048	5.61	5.61	297,912	5.61	307,367	5.61	307,367	0.00	9,455
TEMPM	TEMPORARY - MISCELLANEOUS............	A	0T0	0.00	0.14	6,495	0.14	6,495	0.14	6,495	0.00	0
Project :	Subtotals			6.68	6.82	291,415	6.82	300,727	7.82	365,477	1.00	74,062
Sub-Fund : 2S CHF NPR	Subtotals			6.68	6.82	291,415	6.82	300,727	7.82	365,477	1.00	74,062
Program : CBF	**Subtotals**			**6.68**	**6.82**	**291,415**	**6.82**	**300,727**	**7.82**	**365,477**	**1.00**	**74,062**

City and County of San Francisco
Budget Year 1998-99

Authorized Positions by Primary Service Area, Department, Program, Fund, Project, Grant, Job Class and Position Status

Service Area	: E	CULTURE & RECREATION
Department	: LIB	PUBLIC LIBRARY
Program	: EEF	MAIN PROGRAM
Sub-Fund	: 2S LIB NPR	PUBLIC LIBRARY PRESERVATION FUND

				FY 1996-97	FY 1997-98		FY 1998-99					
				Revised	Revised		Dept Request		Mayor's Proposed		Mayor's vs. Revised	
Job Class	Class Title	Ind	Pay Rate	Count	Count	Amount	Count	Amount	Count	Amount	Count	Amount
AA94	LIBRARY AIDE I	A	562B677	1.00	1.00	17,560	0.00	0	0.00	0	(1.00)	(17,560)
AB42	LIBRARIAN IV	S	2557B3108	0.00	0.00	0	1.00	81,119	1.00	81,119	1.00	81,119
STEPM	STEP ADJUSTMENTS, MISCELLANEOU	A	0T0	0.00	0.00	(499,425)	0.00	(327,519)	1.00	2,031	1.00	501,456
1366	SPECIAL ASSISTANT VII	A	1499B1818	1.00	1.00	47,104	1.00	47,450	1.00	47,450	0.00	346
1424	CLERK TYPIST	A	1117B1352	1.00	1.00	35,064	1.00	36,169	1.00	36,169	0.00	1,105
1426	SENIOR CLERK TYPIST	A	1223B1481	1.00	1.00	38,386	1.00	39,620	1.00	39,620	0.00	1,234
1436	BRAILLIST	A	1172B1418	1.00	1.00	36,792	1.00	37,935	1.00	37,935	0.00	1,143
3602	LIBRARY PAGE	A	998B1208	8.00	30.00	878,184	30.00	969,511	30.00	969,511	0.00	91,327
3602	LIBRARY PAGE	C	998B1208	0.00	22.50	653,625	22.50	727,133	22.50	727,133	0.00	73,508
3610	LIBRARY ASSISTANT	A	1223B1481	31.00	31.00	1,189,972	30.00	1,188,614	30.00	1,188,614	(1.00)	(1,358)
3616	LIBRARY TECHNICAL ASSISTANT I	A	1443B1748	21.25	21.25	963,198	20.75	970,341	20.75	970,341	(0.50)	7,143
3616	LIBRARY TECHNICAL ASSISTANT I	N	1443B1748	0.00	0.00	0	0.00	0	(3.00)	(140,290)	(3.00)	(140,290)
3618	LIBRARY TECHNICAL ASSISTANT II	A	1565B1899	6.25	6.25	307,716	6.25	317,519	6.25	317,519	0.00	9,803
3618	LIBRARY TECHNICAL ASSISTANT II	C	1565B1899	0.00	2.00	94,319	2.00	101,606	2.00	101,606	0.00	7,287
3630	LIBRARIAN I	A	1686B2048	32.75	33.75	1,792,242	32.75	1,794,344	32.75	1,794,344	(1.00)	2,102
3630	LIBRARIAN I	C	1686B2048	0.00	4.00	197,969	4.00	219,156	4.00	219,156	0.00	21,187
3632	LIBRARIAN II	A	1867B2269	21.00	21.00	1,235,404	21.00	1,274,730	21.00	1,274,730	0.00	39,326
3634	LIBRARIAN III	A	2058B2502	5.00	5.00	324,241	5.00	334,674	5.00	334,674	0.00	10,433
3638	CHIEF LIBRARIAN	A	2685B3263	1.00	1.00	85,178	1.00	85,164	1.00	85,164	0.00	(14)
3638	CHIEF LIBRARIAN	S	2685B3263	0.00	0.00	0	(1.00)	(85,164)	(1.00)	(85,164)	(1.00)	(85,164)
9993M	ATTRITION SAVINGS - MISCELLANEOU	A	0T0	(9.29)	(3.74)	(180,456)	(4.27)	(186,341)	(4.27)	(186,341)	(0.53)	(5,885)
9999M	TRANSFERS & ADJUSTMENT - MISC	A	0T0	0.00	0.00	1,474	0.00	0	0.00	0	0.00	(1,474)
TEMPM	TEMPORARY - MISCELLANEOUS	A	0T0	11.19	0.00	0	0.00	0	0.00	0	0.00	0
TEMPM	TEMPORARY - MISCELLANEOUS	Q	0T0	17.60	0.00	0	0.00	0	0.00	0	0.00	0
PREMM	PREMIUM PAY - MISCELLANEOUS	A	0T0	0.00	0.00	222,618	0.00	222,618	0.00	222,618	0.00	0
Project :	Subtotals			150.75	179.01	7,441,165	174.98	7,848,679	172.98	8,037,939	(6.03)	596,774
Sub-Fund : 2S LIB NPR	Subtotals			150.75	179.01	7,441,165	174.98	7,848,679	172.98	8,037,939	(6.03)	596,774
Program : EEF	**Subtotals**			**150.75**	**179.01**	**7,441,165**	**174.98**	**7,848,679**	**172.98**	**8,037,939**	**(6.03)**	**596,774**

City and County of San Francisco
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Authorized Positions by Primary Service Area, Department, Program, Fund, Project, Grant, Job Class and Position Status

Service Area	: E	**CULTURE & RECREATION**
Department	: LIB	**PUBLIC LIBRARY**
Program	: EEG	**BRANCH PROGRAM**
Sub-Fund	: 2S LIB NPR	**PUBLIC LIBRARY PRESERVATION FUND**

				FY 1996-97	FY 1997-98		FY 1998-99					
				Revised	Revised		Dept Request		Mayor's Proposed		Mayor's vs. Revised	
Job Class	Class Title	Ind	Pay Rate	Count	Count	Amount	Count	Amount	Count	Amount	Count	Amount
AB42	LIBRARIAN IV	S	2557B3108	0 00	0.00	0	1.00	81,119	1.00	81,119	1.00	81,119
STEPM	STEP ADJUSTMENTS, MISCELLANEOU	A	0T0	0.00	0.00	(646,356)	0.00	(826,149)	1.00	(369,168)	1.00	277,188
1444	SECRETARY I	A	1166B1411	1.00	1.00	36,604	1.00	37,748	1.00	37,748	0.00	1,144
1446	SECRETARY II	A	1352B1638	2.00	2.00	84,985	2.00	87,642	2.00	87,642	0.00	2,657
3602	LIBRARY PAGE	A	998B1208	0 00	31.00	912,637	31.00	1,001,828	31.00	1,001,828	0.00	89,191
3602	LIBRARY PAGE	C	998B1208	0.00	19.50	566,475	19.50	630,182	19.50	630,182	0.00	63,707
3610	LIBRARY ASSISTANT	A	1223B1481	13 00	17 00	652,200	16.00	633,927	16.00	633,927	(1.00)	(18,273)
3610	LIBRARY ASSISTANT	C	1223B1481	0.00	13.00	440,910	13.00	515,066	13.00	515,066	0.00	74,156
3616	LIBRARY TECHNICAL ASSISTANT I	A	1443B1748	31.75	31.75	1,439,130	30.75	1,437,973	30.75	1,437,973	(1.00)	(1,157)
3618	LIBRARY TECHNICAL ASSISTANT II	A	1565B1899	7.00	7.00	344,641	7.00	355,622	7.00	355,622	0.00	10,981
3618	LIBRARY TECHNICAL ASSISTANT II	C	1565B1899	0.00	3.00	147,703	3.00	152,409	3.00	152,409	0.00	4,706
3630	LIBRARIAN I	A	1686B2048	33.80	33.80	1,794,907	33.80	1,851,873	33.80	1,851,873	0.00	56,966
3632	LIBRARIAN II	A	1867B2269	25.00	25.00	1,470,719	25.00	1,517,536	25.00	1,517,536	0.00	46,817
3634	LIBRARIAN III	A	2058B2502	8.00	8.00	518,784	8.00	535,478	8.00	535,478	0.00	16,694
3638	CHIEF LIBRARIAN	A	2685B3263	1.00	1.00	85,178	1.00	85,164	1.00	85,164	0.00	(14)
3638	CHIEF LIBRARIAN	S	2685B3263	0.00	0.00	0	(1.00)	(85,164)	(1.00)	(85,164)	(1.00)	(85,164)
7355	TRUCK DRIVER	A	1484B1890	2.14	2.14	105,564	2.14	105,564	2.14	105,564	0.00	0
9993M	ATTRITION SAVINGS - MISCELLANEOU	A	0T0	(16.26)	(8.71)	(436,738)	(10.93)	(459,477)	(9.13)	(379,946)	(0.42)	56,792
9999M	TRANSFERS & ADJUSTMENT - MISC	A	0T0	0.00	0.00	1,474	0.00	0	0.00	0	0.00	(1,474)
TEMPM	TEMPORARY - MISCELLANEOUS	A	0T0	13.98	0.00	0	0.00	0	0.00	0	0.00	0
TEMPM	TEMPORARY - MISCELLANEOUS	Q	0T0	17.60	0.00	0	0.00	0	0.00	0	0.00	0
PREMM	PREMIUM PAY - MISCELLANEOUS	A	0T0	0.00	0.00	79,873	0.00	79,873	0.00	79,873	0.00	0
OVERM	OVERTIME - MISCELLANEOUS	A	0T0	0.00	0.00	0	0.00	5,000	0.00	5,000	0.00	5,000
Project :	Subtotals			140.01	186.48	7,598,690	182.26	7,743,214	185.06	8,279,726	(1.42)	681,036
Sub-Fund : 2S LIB NPR	Subtotals			140.01	186.48	7,598,690	182.26	7,743,214	185.06	8,279,726	(1.42)	681,036
Program : EEG	**Subtotals**			**140.01**	**186.48**	**7,598,690**	**182.26**	**7,743,214**	**185.06**	**8,279,726**	**(1.42)**	**681,036**

City and County of San Francisco
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Authorized Positions by Primary Service Area, Department, Program, Fund, Project, Grant, Job Class and Position Status

Service Area	: E	CULTURE & RECREATION
Department	: LIB	PUBLIC LIBRARY
Program	: EGD	TECHNICAL SERVICES
Sub-Fund	: 2S LIB NPR	PUBLIC LIBRARY PRESERVATION FUND

Job Class	Class Title	Ind	Pay Rate	FY 1996-97 Revised Count	FY 1997-98 Revised Count	FY 1997-98 Revised Amount	FY 1998-99 Dept Request Count	FY 1998-99 Dept Request Amount	FY 1998-99 Mayor's Proposed Count	FY 1998-99 Mayor's Proposed Amount	Mayor's vs. Revised Count	Mayor's vs. Revised Amount
AB42	LIBRARIAN IV	S	2557B3108	0.00	0.00	0	1.00	81,119	1.00	81,119	1.00	81,119
STEPM	STEP ADJUSTMENTS, MISCELLANEOU	A	0T0	0.00	0.00	(252,037)	0.00	(218,576)	1.00	(11,833)	1.00	240,204
1424	CLERK TYPIST	A	1117B1352	1.00	1.00	35,064	1.00	36,169	1.00	36,169	0.00	1,105
1426	SENIOR CLERK TYPIST	A	1223B1481	2.00	2.00	76,772	1.00	39,621	1.00	39,621	(1.00)	(37,151)
1630	ACCOUNT CLERK	A	1155B1398	1.00	1.00	36,252	1.00	37,400	1.00	37,400	0.00	1,148
3602	LIBRARY PAGE	A	998B1208	1.00	2.45	76,825	2.45	79,177	2.45	79,177	0.00	2,352
3602	LIBRARY PAGE	C	998B1208	0.00	1.55	48,604	1.55	50,092	1.55	50,092	0.00	1,488
3602	LIBRARY PAGE	L	998B1208	1.00	1.00	31,357	1.00	32,317	1.00	32,317	0.00	960
3610	LIBRARY ASSISTANT	A	1223B1481	10.00	6.00	230,682	5.00	198,102	5.00	198,102	(1.00)	(32,580)
3616	LIBRARY TECHNICAL ASSISTANT I	A	1443B1748	10.00	10.00	453,270	10.00	467,634	10.00	467,634	0.00	14,364
3616	LIBRARY TECHNICAL ASSISTANT I	L	1443B1748	4.00	4.00	181,308	4.00	187,053	4.00	187,053	0.00	5,745
3618	LIBRARY TECHNICAL ASSISTANT II	A	1565B1899	6.00	6.00	295,406	6.00	304,819	6.00	304,819	0.00	9,413
3618	LIBRARY TECHNICAL ASSISTANT II	L	1565B1899	1.00	1.00	49,235	1.00	50,803	1.00	50,803	0.00	1,568
3630	LIBRARIAN I	A	1686B2048	11.00	10.00	531,046	10.00	547,891	10.00	547,891	0.00	16,845
3632	LIBRARIAN II	A	1867B2269	3.00	3.00	176,487	3.00	182,105	3.00	182,105	0.00	5,618
3634	LIBRARIAN III	A	2058B2502	2.00	2.00	129,696	2.00	133,869	2.00	133,869	0.00	4,173
3638	CHIEF LIBRARIAN	A	2685B3263	1.00	1.00	85,178	1.00	85,164	1.00	85,164	0.00	(14)
3638	CHIEF LIBRARIAN	S	2685B3263	0.00	0.00	0	(1.00)	(85,164)	(1.00)	(85,164)	(1.00)	(85,164)
7416	BOOK REPAIRER	A	1183B1433	2.00	2.00	65,918	2.00	76,673	2.00	76,673	0.00	10,755
7418	SENIOR BOOK REPAIRER	A	1425B1727	1.00	1.00	42,697	1.00	46,202	1.00	46,202	0.00	3,505
9993M	ATTRITION SAVINGS - MISCELLANEOU	A	0T0	(3.11)	(3.11)	(131,268)	(3.08)	(135,415)	(3.08)	(135,415)	0.03	(4,147)
9999M	TRANSFERS & ADJUSTMENT - MISC	A	0T0	0.00	0.00	1,474	0.00	0	0.00	0	0.00	(1,474)
TEMPM	TEMPORARY - MISCELLANEOUS	A	0T0	3.06	0.00	0	0.00	0	0.00	0	0.00	0
PREMM	PREMIUM PAY - MISCELLANEOUS	A	0T0	0.00	0.00	25,106	0.00	25,106	0.00	25,106	0.00	0
Project :	Subtotals			56.95	51.89	2,189,072	49.92	2,222,161	50.92	2,428,904	(0.97)	239,832
Sub-Fund : 2S LIB NPR	Subtotals			56.95	51.89	2,189,072	49.92	2,222,161	50.92	2,428,904	(0.97)	239,832
Program : EGD	**Subtotals**			**56.95**	**51.89**	**2,189,072**	**49.92**	**2,222,161**	**50.92**	**2,428,904**	**(0.97)**	**239,832**

City and County of San Francisco
Budget Year 1998-99

Authorized Positions by Primary Service Area, Department, Program, Fund, Project, Grant, Job Class and Position Status

Service Area	: E	CULTURE & RECREATION
Department	: LIB	PUBLIC LIBRARY
Program	: EIB	LIBRARY MANAGEMENT
Sub-Fund	: 2S LIB NPR	PUBLIC LIBRARY PRESERVATION FUND

Job Class	Class Title	Ind	Pay Rate	FY 1996-97 Revised Count	FY 1997-98 Revised Count	FY 1997-98 Revised Amount	FY 1998-99 Dept Request Count	FY 1998-99 Dept Request Amount	FY 1998-99 Mayor's Proposed Count	FY 1998-99 Mayor's Proposed Amount	Mayor's vs. Revised Count	Mayor's vs. Revised Amount
AB40	DEPUTY CITY LIBRARIAN	N	3015B3668	0.00	0.00	0	0.75	71,801	0.75	71,801	0.75	71,801
AB42	LIBRARIAN IV	N	2557B3108	0.00	0.00	0	2.00	162,238	2.00	162,238	2.00	162,238
STEPM	STEP ADJUSTMENTS, MISCELLANEOU	A	0T0	0.00	0.00	(359,313)	0.00	(226,397)	0.00	(817,632)	0.00	(458,319)
STEPM	STEP ADJUSTMENTS, MISCELLANEOU	Q	0T0	0.00	0.00	522,000	0.00	811,920	0.00	811,920	0.00	289,920
1002	OPERATOR-JOURNEY	A	1200B1454	0.00	0.00	0	1.00	31,920	1.00	31,920	1.00	31,920
1012	TECHNICIAN-JOURNEY	A	1398B1694	0.00	0.00	0	1.00	28,893	1.00	28,893	1.00	28,893
1022	ADMINISTRATOR II	A	1686B2048	0.00	0.00	0	1.00	53,453	1.00	53,453	1.00	53,453
1023	ADMINISTRATOR III	A	2048B2490	0.00	0.00	0	1.00	64,989	1.00	64,989	1.00	64,989
1070	PROJECT DIRECTOR	A	2551B3101	0.00	0.00	0	1.00	75,742	1.00	75,742	1.00	75,742
1220	PAYROLL CLERK	A	1375B1666	2.00	2.00	86,397	2.00	89,139	2.00	89,139	0.00	2,742
1220	PAYROLL CLERK	S	1375B1666	0.00	0.00	0	0.77	34,319	0.77	34,319	0.77	34,319
1222	SENIOR PAYROLL AND PERSONNEL CL	A	1506B1827	1.00	1.00	47,322	1.00	48,877	1.00	48,877	0.00	1,555
1222	SENIOR PAYROLL AND PERSONNEL CL	S	1506B1827	0.00	0.00	0	(1.00)	(48,877)	(1.00)	(48,877)	(1.00)	(48,877)
1224	PRINCIPAL PAYROLL AND PERSONNEL	S	1670B2028	0.00	0.00	0	1.00	54,254	1.00	54,254	1.00	54,254
1241	PERSONNEL ANALYST	A	1310B2023	0.00	0.00	0	1.00	52,800	1.00	52,800	1.00	52,800
1241	PERSONNEL ANALYST	L	1310B2023	0.00	0.00	0	1.00	52,800	1.00	52,800	1.00	52,800
1241	PERSONNEL ANALYST	S	1310B2023	0.00	0.00	0	(0.77)	(40,656)	(0.77)	(40,656)	(0.77)	(40,656)
1242	PERSONNEL ANALYST	A	1588B2023	1.00	1.00	52,810	0.00	0	0.00	0	(1.00)	(52,810)
1242	PERSONNEL ANALYST	L	1588B2023	1.00	1.00	52,810	0.00	0	0.00	0	(1.00)	(52,810)
1244	SENIOR PERSONNEL ANALYST	A	1990B2418	1.00	1.00	62,728	1.00	63,110	1.00	63,110	0.00	382
1270	DEPARTMENTAL PERSONNEL OFFICER	A	2319B2819	1.00	1.00	73,587	1.00	73,576	1.00	73,576	0.00	(11)
1363	SPECIAL ASSISTANT IV	S	1211B1467	0.00	0.00	0	1.00	38,289	1.00	38,289	1.00	38,289
1365	SPECIAL ASSISTANT VI	A	1394B1690	1.00	1.00	43,820	1.00	44,109	1.00	44,109	0.00	289
1370	SPECIAL ASSISTANT XI	S	2009B2442	0.00	0.00	0	1.00	63,736	1.00	63,736	1.00	63,736
1371	SPECIAL ASSISTANT XII	A	2161B2627	1.00	1.00	68,165	1.00	68,565	1.00	68,565	0.00	400
1371	SPECIAL ASSISTANT XII	S	2161B2627	0.00	0.00	0	(1.00)	(68,565)	(1.00)	(68,565)	(1.00)	(68,565)
1404	CLERK	A	1076B1301	1.00	1.00	33,740	0.00	0	0.00	0	(1.00)	(33,740)
1426	SENIOR CLERK TYPIST	A	1223B1481	1.00	1.00	38,386	1.00	39,620	1.00	39,620	0.00	1,234
1426	SENIOR CLERK TYPIST	S	1223B1481	0.00	0.00	0	(1.00)	(39,620)	(1.00)	(39,620)	(1.00)	(39,620)

City and County of San Francisco
Budget Year 1998-99

Authorized Positions by Primary Service Area, Department, Program, Fund, Project, Grant, Job Class and Position Status

Service Area	: E	CULTURE & RECREATION
Department	: LIB	PUBLIC LIBRARY
Program	: EIB	LIBRARY MANAGEMENT
Sub-Fund	: 2S LIB NPR	PUBLIC LIBRARY PRESERVATION FUND

				FY 1996-97	FY 1997-98		FY 1998-99					
				Revised	Revised		Dept Request		Mayor's Proposed		Mayor's vs. Revised	
Job Class	Class Title	Ind	Pay Rate	Count	Count	Amount	Count	Amount	Count	Amount	Count	Amount
1446	SECRETARY II	A	1352B1638	1.00	1.00	42,492	1.00	43,821	1.00	43,821	0.00	1,329
1450	EXECUTIVE SECRETARY I	A	1470B1782	1.00	1.00	46,189	1.00	47,673	1.00	47,673	0.00	1,484
1544	SECRETARY, LIBRARY COMMISSION	A	1904B2314	1.00	1.00	60,049	1.00	60,395	1.00	60,395	0.00	346
1630	ACCOUNT CLERK	A	1155B1398	1.00	1.00	36,252	1.00	37,400	1.00	37,400	0.00	1,148
1630	ACCOUNT CLERK	S	1155B1398	0.00	0.00	0	(1.00)	(37,400)	(1.00)	(37,400)	(1.00)	(37,400)
1650	ACCOUNTANT	A	1339B1622	1.00	1.00	42,131	1.00	42,334	1.00	42,334	0.00	203
1650	ACCOUNTANT	S	1339B1622	0.00	0.00	0	(1.00)	(42,334)	(1.00)	(42,334)	(1.00)	(42,334)
1652	SENIOR ACCOUNTANT	A	1517B1840	1.00	1.00	47,729	1.00	48,024	1.00	48,024	0.00	295
1652	SENIOR ACCOUNTANT	S	1517B1840	0.00	0.00	0	2.00	96,048	2.00	96,048	2.00	96,048
1675	SUPERVISING FISCAL OFFICER	N	2647B3217	0.00	0.00	0	1.00	83,964	1.00	83,964	1.00	83,964
1773	MEDIA TRAINING SPECIALIST	A	1818B2209	1.00	1.00	57,665	1.00	57,655	1.00	57,655	0.00	(10)
1807	MANAGEMENT INFORMATION SYSTEM	A	1011B1223	1.00	1.00	31,739	0.00	0	0.00	0	(1.00)	(31,739)
1808	MANAGEMENT INFORMATION SYSTEM	A	914B1107	1.00	1.00	28,739	0.00	0	0.00	0	(1.00)	(28,739)
1818	MANAGEMENT INFO SYSTEMS SPECIA	A	1686B2048	1.00	1.00	53,166	0.00	0	0.00	0	(1.00)	(53,166)
1819	MANAGEMENT INFO SYSTEMS SPECIA	A	2048B2490	1.00	1.00	64,602	0.00	0	0.00	0	(1.00)	(64,602)
1820	JUNIOR ADMINISTRATIVE ANALYST	A	1333B1615	1.00	1.00	41,868	0.00	0	0.00	0	(1.00)	(41,868)
1821	MANAGEMENT INFO SYSTEMS MANAG	A	2388B2902	1.00	1.00	75,813	0.00	0	0.00	0	(1.00)	(75,813)
1823	SENIOR ADMINISTRATIVE ANALYST	A	1980B2407	1.00	1.00	62,460	1.00	62,823	1.00	62,823	0.00	363
1844	SENIOR MANAGEMENT ASSISTANT	A	1840B2236	1.00	1.00	56,287	1.00	59,819	1.00	59,819	0.00	3,532
1920	INVENTORY CLERK	A	1065B1288	1.00	1.00	33,414	1.00	34,457	1.00	34,457	0.00	1,043
2708	CUSTODIAN	A	1123B1359	35.66	35.66	1,256,145	35.16	1,278,300	35.16	1,278,300	(0.50)	22,155
2716	CUSTODIAL ASSISTANT SUPERVISOR	A	1235B1495	1.00	1.00	38,792	1.00	39,996	1.00	39,996	0.00	1,204
2718	CUSTODIAL SUPERVISOR I	A	1359B1646	1.00	1.00	42,681	1.00	44,035	1.00	44,035	0.00	1,354
3602	LIBRARY PAGE	C	998B1208	0.00	1.00	28,531	1.00	32,317	1.00	32,317	0.00	3,786
3610	LIBRARY ASSISTANT	A	1223B1481	1.00	1.00	38,386	1.00	39,620	1.00	39,620	0.00	1,234
3616	LIBRARY TECHNICAL ASSISTANT I	A	1443B1748	3.00	3.00	135,981	3.00	140,291	3.00	140,291	0.00	4,310
3618	LIBRARY TECHNICAL ASSISTANT II	A	1565B1899	1.00	1.00	49,235	1.00	50,803	1.00	50,803	0.00	1,568
3630	LIBRARIAN I	A	1686B2048	2.00	2.00	106,208	2.00	109,579	2.00	109,579	0.00	3,371
3632	LIBRARIAN II	A	1867B2269	1.00	1.00	58,829	1.00	60,702	1.00	60,702	0.00	1,873

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City and County of San Francisco
Budget Year 1998-99

Authorized Positions by Primary Service Area, Department, Program, Fund, Project, Grant, Job Class and Position Status

Service Area : E CULTURE & RECREATION
Department : LIB PUBLIC LIBRARY
Program : EIB LIBRARY MANAGEMENT
Sub-Fund : 2S LIB NPR PUBLIC LIBRARY PRESERVATION FUND

Job Class	Class Title	Ind	Pay Rate	FY 1996-97 Revised Count	FY 1997-98 Revised Count	FY 1997-98 Revised Amount	FY 1998-99 Dept Request Count	FY 1998-99 Dept Request Amount	FY 1998-99 Mayor's Proposed Count	FY 1998-99 Mayor's Proposed Amount	Mayor's vs. Revised Count	Mayor's vs. Revised Amount
3670	CITY LIBRARIAN	A	3394B4895	1.00	1.00	109,770	1.00	125,254	1.00	125,254	0.00	15,484
7120	BUILDINGS AND GROUNDS MAINTENA	S	2688B2688	0.00	0.00	0	1.00	70,157	1.00	70,157	1.00	70,157
7205	CHIEF STATIONARY ENGINEER	A	2322B2322	1.00	1.00	60,613	1.00	60,604	1.00	60,604	0.00	(9)
7205	CHIEF STATIONARY ENGINEER	S	2322B2322	0.00	0.00	0	(1.00)	(60,604)	(1.00)	(60,604)	(1.00)	(60,604)
7263	MAINTENANCE MANAGER, SFUSD	A	2354B2862	1.00	1.00	74,700	1.00	74,698	1.00	74,698	0.00	(2)
7334	STATIONARY ENGINEER	A	1846B1846	7.13	7.13	343,582	7.13	343,528	7.13	343,528	0.00	(54)
7335	SENIOR STATIONARY ENGINEER	A	2086B2086	1.00	1.00	54,441	1.00	54,445	1.00	54,445	0.00	4
7344	CARPENTER	A	1714B2084	1.00	1.00	54,011	1.00	55,888	1.00	55,888	0.00	1,877
7345	ELECTRICIAN	A	1818B2209	1.00	1.00	57,256	1.00	59,241	1.00	59,241	0.00	1,985
7346	PAINTER	A	1558B1890	1.00	1.00	48,996	1.00	50,686	1.00	50,686	0.00	1,690
8205	INSTITUTIONAL POLICE SERGEANT	A	1634B1985	1.00	1.00	51,346	1.00	53,234	1.00	53,234	0.00	1,888
8207	BUILDING AND GROUNDS PATROL OFF	A	1264B1532	11.71	11.71	464,895	11.71	479,932	11.71	479,932	0.00	15,037
9993M	ATTRITION SAVINGS - MISCELLANEOU	A	0T0	(6.09)	(5.76)	(237,964)	(4.61)	(243,077)	(4.61)	(243,077)	1.15	(5,113)
9999M	TRANSFERS & ADJUSTMENT - MISC	A	0T0	0.00	0.00	5,779	0.00	0	0.00	0	0.00	(5,779)
TEMPM	TEMPORARY - MISCELLANEOUS	A	0T0	13.75	1.54	70,000	1.49	70,000	1.49	70,000	(0.05)	0
PREMM	PREMIUM PAY - MISCELLANEOUS	A	0T0	0.00	0.00	10,059	0.00	10,059	0.00	10,059	0.00	0
OVERM	OVERTIME - MISCELLANEOUS	A	0T0	0.00	0.00	29,769	0.00	29,769	0.00	29,769	0.00	0
HOLIM	HOLIDAY PAY - MISCELLANEOUS	A	0T0	0.00	0.00	2,097	0.00	2,097	0.00	2,097	0.00	0
Project :	Subtotals			107.16	96.28	4,457,185	98.63	5,226,268	98.63	4,635,033	2.35	177,848
Sub-Fund : 2S LIB NPR	Subtotals			107.16	96.28	4,457,185	98.63	5,226,268	98.63	4,635,033	2.35	177,848
Program : EIB	**Subtotals**			**107.16**	**96.28**	**4,457,185**	**98.63**	**5,226,268**	**98.63**	**4,635,033**	**2.35**	**177,848**

City and County of San Francisco
Budget Year 1998-99

Authorized Positions by Primary Service Area, Department, Program, Fund, Project, Grant, Job Class and Position Status

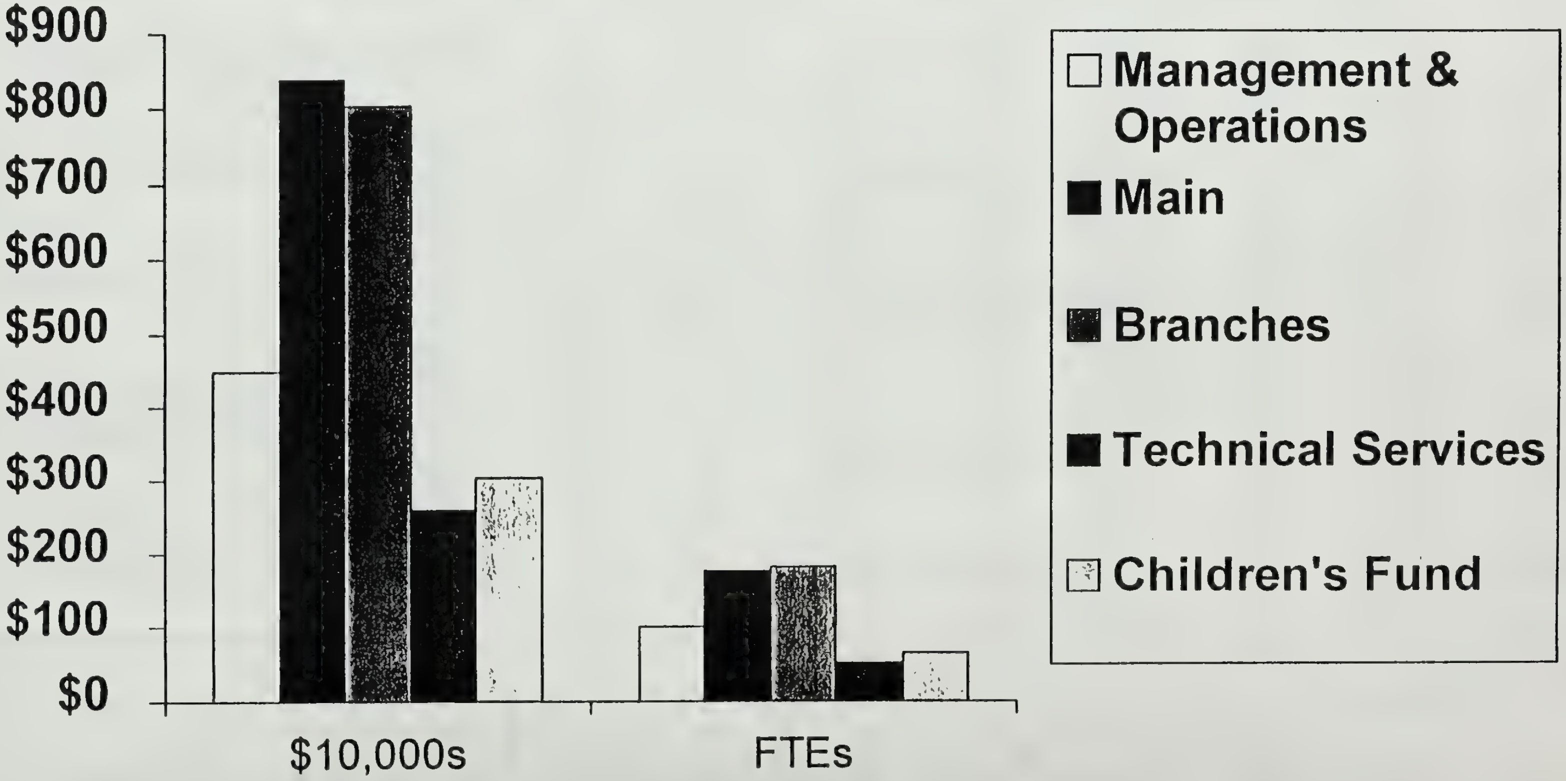
Service Area	**: E**	**CULTURE & RECREATION**
Department	**: LIB**	**PUBLIC LIBRARY**
Program	**: FAL**	**CHILDREN'S BASELINE**
Sub-Fund	**: 2S LIB NPR**	**PUBLIC LIBRARY PRESERVATION FUND**

				FY 1996-97	FY 1997-98		FY 1998-99					
				Revised	Revised		Dept Request		Mayor's Proposed		Mayor's vs. Revised	
Job Class	Class Title	Ind	Pay Rate	Count	Count	Amount	Count	Amount	Count	Amount	Count	Amount
AB42	LIBRARIAN IV	S	2557B3108	0.00	0.00	0	1.00	81,119	1.00	81,119	1.00	81,119
STEPM	STEP ADJUSTMENTS, MISCELLANEOU	A	0T0	0.00	0.00	(284,024)	0.00	(290,361)	0.00	(290,361)	0.00	(6,337)
STEPM	STEP ADJUSTMENTS, MISCELLANEOU	N	0T0	0.00	0.00	0	0.00	0	1.00	264,042	1.00	264,042
1446	SECRETARY II	A	1352B1638	1.00	1.00	42,492	1.00	43,821	1.00	43,821	0.00	1,329
1771	MEDIA PRODUCTION SPECIALIST	A	1460B1769	1.00	1.00	45,853	1.00	47,325	1.00	47,325	0.00	1,472
3602	LIBRARY PAGE	A	998B1208	2.00	2.00	62,715	2.00	64,634	2.00	64,634	0.00	1,919
3610	LIBRARY ASSISTANT	A	1223B1481	5.74	5.74	220,337	5.74	227,422	5.74	227,422	0.00	7,085
3616	LIBRARY TECHNICAL ASSISTANT I	A	1443B1748	14.00	14.00	634,578	14.00	654,687	14.00	654,687	0.00	20,109
3618	LIBRARY TECHNICAL ASSISTANT II	A	1565B1899	4.00	4.00	196,938	4.00	203,212	4.00	203,212	0.00	6,274
3630	LIBRARIAN I	A	1686B2048	18.90	18.90	1,003,661	18.90	1,035,514	18.90	1,035,514	0.00	31,853
3632	LIBRARIAN II	A	1867B2269	10.00	10.00	588,287	10.00	607,014	10.00	607,014	0.00	18,727
3634	LIBRARIAN III	A	2058B2502	1.00	1.00	64,848	1.00	66,935	1.00	66,935	0.00	2,087
3640	COORDINATOR, CHILDREN LIBRARY A	A	2209B2685	1.00	1.00	70,086	1.00	70,079	1.00	70,079	0.00	(7)
3640	COORDINATOR, CHILDREN LIBRARY A	S	2209B2685	0.00	0.00	0	(1.00)	(70,079)	(1.00)	(70,079)	(1.00)	(70,079)
7416	BOOK REPAIRER	A	1183B1433	1.00	1.00	32,959	1.00	38,336	1.00	38,336	0.00	5,377
9993M	ATTRITION SAVINGS - MISCELLANEOU	A	0T0	(2.00)	(2.00)	(89,807)	(1.99)	(92,661)	(1.99)	(92,661)	0.01	(2,854)
9999M	TRANSFERS & ADJUSTMENT - MISC	A	0T0	0.00	0.00	1,213	0.00	0	0.00	0	0.00	(1,213)
TEMPM	TEMPORARY - MISCELLANEOUS	A	0T0	2.49	0.95	43,104	0.95	43,104	0.95	43,104	0.00	0
Project :	Subtotals			60.13	58.59	2,633,240	58.60	2,730,101	59.60	2,994,143	1.01	360,903
Sub-Fund : 2S LIB NPR	Subtotals			60.13	58.59	2,633,240	58.60	2,730,101	59.60	2,994,143	1.01	360,903
Program : FAL	**Subtotals**			**60.13**	**58.59**	**2,633,240**	**58.60**	**2,730,101**	**59.60**	**2,994,143**	**1.01**	**360,903**
Department : LIB	**Subtotals**			**521.68**	**579.07**	**24,610,767**	**571.21**	**26,071,150**	**575.01**	**26,741,222**	**(4.06)**	**2,130,455**

Allocation of Personnel Budget by Program

Program	Budget	Positions
Management & Operations	$4,488,856	101
Main	8,383,053	177
Branches	8,031,656	182
Technical Services	2,589,383	52
Children's Fund	3,030,828	65
TOTAL	$26,523,776	577

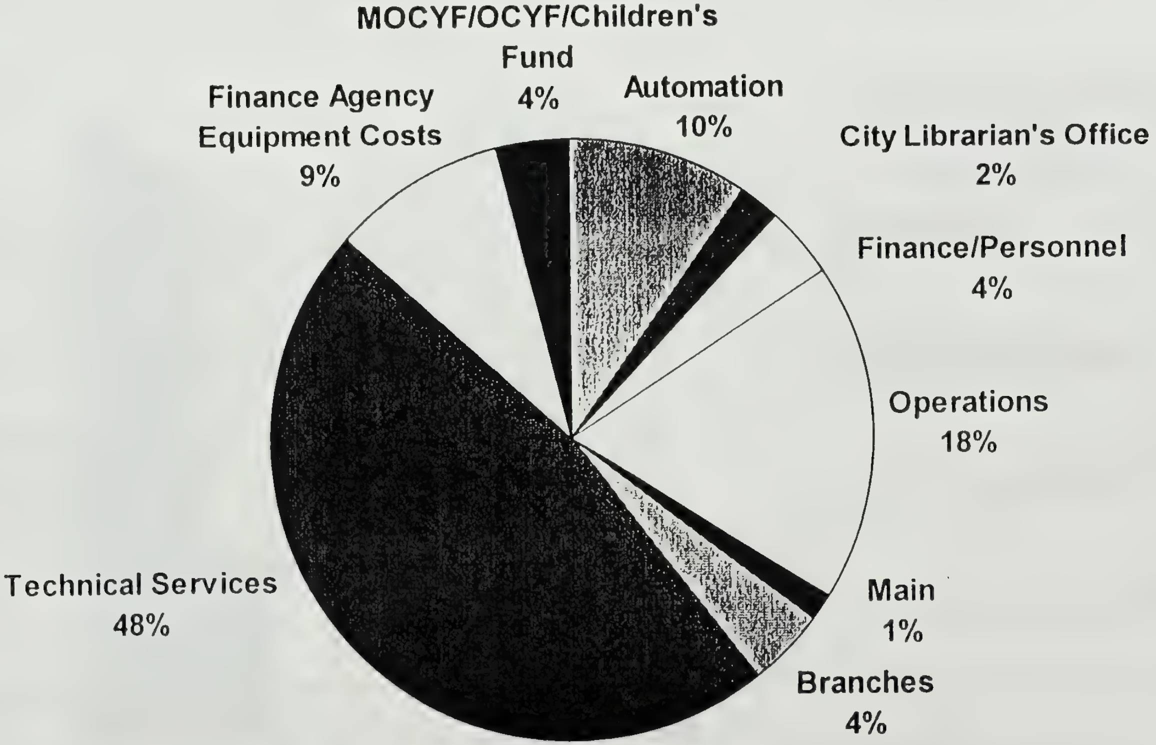
Allocation of Personnel Budget by Program cont.



Allocation of Non-Personnel Budget by Program

Program	Budget	Percent
Automation	$845,602	9.7%
City Librarian	185,535	2.1%
Finance/Personnel	352,448	4.1%
Operations	1,564,555	18.0%
Main	118,895	1.4%
Branches	363,896	4.2%
Technical Svcs. (Books and Materials)	4,119,275	47.2%
Equipment	816,575	9.4%
Children's	341,391	3.9%
TOTAL	$8,698,172	100.0%

Allocation of Non-Personnel Budget by Program cont.



City and County of San Francisco

Budget Preparation Document

Equipment Detail Form

Code (1)	Subobject	Equipment #			Item Description	Unit Price	Quantity	Total Price	
		Dept	Seq	(2)					
1A		LI	001	N	Heavy duty Video Rewinder/Cleaner	2,748	1	2,748	97-98
2A		LI	002	N	CD ROM workstation with 2 12-disk CD changers	3,200	1	3,200	97-98
3A		LI	003	R	Bar code duplicators	5,107	~~2~~ 1	5,107 ~~10,214~~	97-98
4A		LI	004	N	Forklift for delivery dock	20,000	1	20,000	
5A		LI	005	R	Personal computers for Automation Services	2,824	~~7~~ 6	16,944 ~~19,771~~	97-98
6A		LI	006	N	Single corridor security gates	9,266	3	27,798	
7A		LI	007	R	Delivery truck	35,602	1	35,602	98-99
8A		LI	008	R	Innovac	1,820	1	1,820	97-98
9A		LI	009	R	Personal computers for Technical Services	2,000	6	12,000	
10A		LI	010	R	Personal computers for Personnel Division	2,000	~~7~~ 6	12,000 ~~14,000~~	97-98
11A		LI	011	N	Book check machines	2,415	3	7,246	
12A		LI	012	N	Book desensitizers	198	10	1,976	
13A		LI	013	N	Shelving	1,875	4	7,500	98-99
14A		LI	014	N	Active antennae radio system	175,000	1	175,000	
15A		LI	015	N	Main Library public address system	46,000	1	46,000	
16A		LI	016	N	CD ROM drive/SCSII controller card	600	1	600	97-98
17A		LI	017	N	Pentium PC	2,000	1	2,000	97-98
18A		LI	018	N	Magnavox TS 3270B 32-inch monitor receiver	1,300	1	1,300	97-98
19A		LI	019	N	5-station clear-com intercom system	4,800	1	4,800	97-98

San Francisco Public Library
Status Report on Grant Funded Programs

May 22, 1998

I) Active Grants & Projects

1) Project Title: **Library Literacy Service program**
Funding Agency: California State Library
Project Manager: Ana Linder
Status: Active
Amount of Grant: $61,417
Length of Grant: 10/1/97 thru 9/30/98

Project Summary: Outreach for Project Read, to invite new learners to the program; Tutoring services for adult non-readers. Friends of the Library advances funding to enable seamless continuation of this project, and are reimbursed through this grant.

Expenditure Overview: 95% Operation
5% Indirect

Budgeted Staff: .5 FTE Tutor/Student Manager
.75 FTE Outreach Worker
3 Trainers (hourly @55 hours each)

2) Project Title: **San Francisco Electronic Library**
Funding Agency: National Science Foundation
Project Manager: Sybil Boutilier/Toni Bernardi
Status: Active
Amount of Grant: $254,438
Length of Grant: 10/1/96 - 9/30/97 + extension to 6/30/99

Project Summary: 1) To provide access to a wide range of independent learning and knowledge materials through the use of electronic, digital, online resources for children and youth. 2) Provide orientation, training & support for users while providing a valuable mentoring experience and training for youthful volunteers. 3) Train Librarians to include the use of automated systems and computer technology to access local materials, retrieve remote materials, search the Internet and integrate electronic materials and resources in their reference strategies. 4) Educate teachers about available resources & methods to integrate electronic materials into standard curriculum. 5) Collaborate with community partners to provide experience of high-end multimedia uses of computer technology for children. 6) Equalization of service in Branches.

Expenditure Overview:	41%	Salaries
	18%	Equipment
	3%	Conference participation/dissemination
	16%	Participant support
	14%	Direct costs: materials, consultants, programming & training materials
	4%	Indirect
Budgeted Staff:	1 FTE	3630
	1 FTE	1820
	.50 FTE	1012

3) Project Title: **MURL Collection Development**
Funding Agency: California State Library LSCA
Project Manager: Anne Roughton/Mary Landgraf
Status: Active
Amount of Grant: $110,174
Length of Grant: FY 97/98

Project Summary: Activities: SFPL and other Region II librarians will share information about avenues of access; SFPL will purchase business and foreign language materials; SFPL MURL representative and other Region II librarians will communicate and share collection development information at quarterly meetings and via the Internet and develop a Region II library special collections referral list.

Expenditure Overview:	100%	Library Materials
Budgeted Staff:	None	

4) Project Title: **Project Read**
Funding Agency: Lila Wallace-Reader's Digest Fund
Project Manager: Ana Linder
Status: Active
Amount of Grant: $225,000
Length of Grant: 8/1/96 - 7/31/99

Project Summary: The project's primary goals are to build our capacity to create optimal learning environments that help adult students tap their innate ability to learn, and to measure results. We propose to provide a greater range of effective learning materials and instructional strategies, including expanding our ability to link learners effectively with appropriate instructional technology. We will utilize the LWRD funds to oversee the effort to research, develop, and implement tools and protocols that will enhance our capacity to 1) collect baseline data, 2) assess learning style preferences, 3) provide effective teaching strategies that use multi-sensory approaches to honor multiple intelligences, and 4) monitor progress.

Expenditure Overview:	78%	Salaries
	7%	Equipment
	7%	Travel
	6%	Consultants
	2%	Other

Budgeted Staff:	.50 FTE 1363 (step 5) .50 FTE 1364 (step 1) .60 FTE 1360 (step 3)

5) Project Title:	**Z39.50 Client**
Funding Agency:	California Library Services Act (in partnership w/BALIS)
Project Manager:	Cathy Sanford
Status:	Awarded
Amount of Grant:	$45,000
Length of Grant:	thru 6/30/98.

Project Summary: Library users live and work in different communities. They have needs that cannot be met at their local library, but may be available in a neighboring community. It is possible that a sophisticated information seeker can check a number of library catalogs dialing into them from home one by one or using the World Wide Web. This searching would need to be done ad seriatim searching one and then another. This project using Z39.50 would allow any user to search all the BALIS libraries as a virtual union catalog to locate the desired material. In a later phase of the project the user could not only find out which library owned the materials, but could place a hold and reserve it.

Expenditure Overview:	100% Equipment (Software)
Budgeted Staff:	None

6) Project Title:	**Adult Ed 321 - National Literacy Act**
Funding Agency:	California Dept. of Education (federal pass-through)
Project Manager:	Ana Linder
Status:	Active
Amount of Grant:	$8,700.
Length of Grant:	7/1/97 - 6/30/98
Project Summary:	Funds portion of Project Read by Providing for Tutor Training and support services for adult literacy program. Through Friends of the Library.

Expenditure Overview:	Training	40%
	Support Staff	60%
Budgeted Staff:	.35 FTE Receptionist/Office Assistant	

7) Project Title:	**MCI LibraryLink**
Funding Agency:	American Library Association & MCI
Project Manager:	Cathy Sanford
Status:	Current
Amount of Grant:	$30.000
Length of Grant:	6/30/98 - 9/30/98
Project Summary:	Provides for partial technology upgrade for West Portal Branch Library including Children's Electronic Discovery Center equipment, T1 Line and adult graphical workstations. Part of overall "equalization of service" effort.
Expenditure Overview:	Equipment & telecommunications upgrade 100%
Budgeted Staff:	None

8) Project Title: **Non- English Language Books and Materials**
Funding Agency: LSTA (federal/state pass-through)
Project Manager: Alvaro Sanabria
Status: Active
Amount of Grant: $10,000
Length of Grant: 1/1/98-9/30/98

Project Summary: Acquisition of Russian Language Books and materials for International Center and Children's Center of Main Library.

Expenditure Overview: Acquisition of foreign language books & materials 100%
Budgeted Staff: None

9) Project Title: **Technology Literacy Challenge**
Funding Agency: California Dept. of Education (through Unified School District)
Project Manager: Sybil Boutilier/Toni Bernardi
Status: Active
Amount of Grant: $25,000
Length of Grant: 1/1/98 - 6/30/98

Project Summary: Library assists school district for development of technology literacy for school librarians and teachers. Training sessions include how to use all SFPL database and other electronic services, and applications of technology in school context such as civic conference. Leverages NSF grant and responds to SF Grand Jury report on linkage between SF schools and libraries.

Expenditure Overview: Programming/training Institutes 70%
Mentors/ consultants 30%
Budgeted Staff: None

10) Project Title: **American Heritage Virtual Archive**
Funding Agency: Nat'l Historic Publications & Record Commission (through UC Berkeley Bancroft Library)
Project Manager: Faun McInnis/Susan Goldstein
Status: Current
Amount of Grant: In Kind Only
Length of Grant: 6/97- 5/99

Project Summary: Reunite, organize and Digitize 330,000 photographic negatives from the San Francisco News Call Bulletin "Morgue" from 1916 to 1965 including producing a finding aid for this significant collection, portions of which are housed at Bancroft Library, and portions of which are at SFPL.

Expenditure Overview: In Kind digital archiving services
Budgeted Staff: 0

11) Project Title: **Gold Rush Reading & Discussion Groups**
Funding Agency: California Council for Humanities (through State Library)
Project Manager: Laura Lent
Status: Current
Amount of Grant: $500
Length of Grant: 2/99 - 12/99

Project Summary: Invitational Grant Program includes SFPL in official California State Sesquicentennial Commemoration events. Will focus awareness of SFPL's rich historical collection of photos and ephemera by providing programs in Main and neighborhood branches based on these unique resources

Expenditure Overview: Programming 100%
Budgeted Staff: None

12) Project Title: **Exhibit Program Development**
Funding Agency: Anonymous (through Library Foundation)
Project Manager: Laura Lent
Status: Active
Amount of Grant: $95,900
Length of Grant:

Project Summary: Provides funding for additional staff , training and exhibit support costs to enhance and expand library exhibit programming.

Expenditure Overview: Personnel 90%
Training and exhibit programming 10%
Budgeted Staff: .75 FTE 1368
.50 FTE 3520

13) Project Title: **Varian Fry Exhibit**
Funding Agency: International Rescue Committee & Jewish Community Endowment Holocaust Memorial Education Fund (through Friends of the Library & Library Foundation)
Project Manager: Laura Lent
Status: Completed
Amount of Grant: $3,000
Length of Grant: 1/1/98 -5/1/98

Project Summary: Library Exhibit and programming re: Varian Fry

Expenditure Overview: Exhibit Programming 100%
Budgeted Staff: None

14) Project Title: **Building Bridges, The Art of Jerry Pinkney**
Funding Agency: Private Grant (through Library Foundation)
Project Manager: Laura Lent
Status: current
Amount of Grant: $5,000
Length of Grant: 2/28/98-3/1/99

Project Summary: Exhibit in Jewett Gallery of Children's Book Illustration scheduled for January/February 1999

Expenditure Overview: Exhibit Programming 100%
Budgeted Staff: None

15) Project Title: **Shades of California**
Funding Agency: Library Foundation of LA/Durfee Fund (through SF Library Foundation)
Project Manager: Laura Lent
Status: Completed
Amount of Grant: $8,700
Length of Grant: 1/1/98 - 5/1/98

Project Summary: Provided consultants and technical support for collection and archiving of historical community photographs contributed by residents of the Western Addition neighborhood.

Expenditure Overview: Project Implementation 100%
Budgeted Staff: None

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

Revised
DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Wednesday, June 3, 1998

LLIE L. BROWN, JR.
yor

RLES A. HIGUERAS, A.I.A.
sident

AN A. STREETS
e President

ERRY AGNOS
NNIE K. CHIN
EVEN A. COULTER
NEST H. LLORENTE
ROL STEIMAN
mmissioners

GINA MINUDRI
ing City Librarian

AEL HOUSH
ission Secretary

The San Francisco Public Library Commission held its regular meeting on Wednesday, June 3, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:40 PM by President Charles A. Higueras. Commissioners Coulter and Steiman were noted excused attendance.
The following members were noted present: President Higueras and Commissioners Agnos, Llorente, and Streets. Commissioner Chin joined the meeting at 5:55PM

At the request of staff, President Higueras (without objection) called Item 5 on the agenda, approval of the gift of an Enrique Chagoya Mural to the city for placement in the Main Library, to be heard first.

Mr. Salvador Azevedo, Assistant to the Consul General of Mexico described the process through which the Government of Mexico presented the gift of a work by noted Latino artist Enrigue Chagoya to the city for installation at the Main Library. The Artist Mr. Enrique Chagoya then described and discussed his proposed work. Ms. Debra Lehane, representing the Arts Commission outlined that Commission's June 1, 1998 acceptance of this gift and strongly urged the Commissioners to approve its placement in the Main Library as recommended. Acting Chief of the Main, Roberto Esteves presented a brief video showing proposed sites recommended for the work's placement. Commissioners inquired concerning maintenance and lighting concerns, the appearance of the hands in the model of the work, and the importance of obtaining local Latino Community input into the final design of the mural. Commission President Charles Higueras expressed the entire Commission's thanks to the Mexican government and appreciation for the gift of such an important work of art. A September 2, 1998 date for its installation was suggested.

MOTION: Commissioner Agnos, seconded by Commissioner Llorente, moved acceptance of the Enrigue Chagoya Mural for placement in the Main Library as recommended.

ACTION: Approval - Aye 5-0 (Agnos, Chin, Llorente, Higueras, and Streets)

APPROVAL OF MINUTES of the regular meeting of May 21, 1998

MOTION: approval of the Minutes of May 21, 1998 was moved by Commissioner Chin, seconded by Commissioner Agnos.

Public Comment: An anonymous member of the public discussed details of a letter (copy attached) submitted to the Commissioners addressing and contrasting aspects of previous

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approved Minutes he was concerned about, accepted deletion of a sentence, ("The anonymous member of the public further complained that his comments in their entirety had not been included in previous Minutes"), he felt inaccurately reflected his comments, and opposed approval of the Minutes. Mr. Peter Warfield opposed approval of the minutes citing "numerous" inaccuracies.

The Commission directed amending the Minutes deleting the sentence cited by the anonymous member of the public.

ACTION: APPROVED Aye 4-1 (Chin, Higueras, Llorente, and Streets) - (Agnos - No)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri presented the Library's 1998-99 Draft Budget (copies attached) for the Commission's consideration. She provided a general overview, background, and summary of the major elements of the proposed budget. The City Librarian noted that the budget amounts accepted by the Mayor's Budget Office were close to the figures proposed by the Library in its February budget request. She then recounted the various steps which were taken during the course of preparation of this budget document. Ms. Minudri suggested her experience in this process made clear the need to set a budget calendar earlier in the next fiscal year and discuss priorities and gather input on FY'99-2000 budget goals from the Commission. She suggested beginning the budget process in September of this year. The City Librarian described this budget as a stabilizing budget, resolving the Step M increment personnel problems that created the need for the supplemental appropriation this year. Ms. Minudri then introduced Library Finance Director Ms. Eve Sternberg to discuss in greater detail various aspects of the budget. Ms. Sternberg discussed the Mayor's approval of $2.5 million for construction of a new Ocean View Branch Library and a 3% ($105,000.00) increase in the materials budget. She described the intensive work that was done with library managers to match funding with positions. Ms. Sternberg called attention to four new positions, a Chief Financial Officer, an Assistant City Librarian, and two new Librarian IV positions approved by the Mayor's Budget Office. She described several major equipment purchases, including a lift equipped delivery van authorized in the budget. She discussed information presented in a series of budget break our charts (copies attached). Ms. Sternberg reported Capital Improvements Advisory Board approval of $250,00.00 to repair roofs at the Merced, Anza, and Parkside Branches. She pointed out that the Controller with the approval of the City Attorney has combined the General Fund revenue stream together with the Prop. E Library Preservation Fund, greatly simplifying accounting and providing significant advantages in managing the library budget. Ms. Sternberg described details of the personnel and non-personnel aspects of the proposed budget described in a series of tables (copies attached). Ms. Sternberg discussed the materials budget, including $325,000.00 in Fuhrman Trust funds. Commissioner Agnos inquired concerning the background of the 3% increase in the book budget. Ms. Sternberg described inflation related costs mandating increases each year to retain a stable level of book/periodicals purchases. **Commissioner Streets expressed a desire to have a**

detailed retrospective breakdown of the book budget. Ms. Sternberg also reviewed the new equipment purchases allowed by the Mayor's Budget Office in detail. Commissioner Streets inquired concerning what percentage of the budget was allocated to personnel. The City Librarian described that number as approximately 75% of the budget. Ms. Sternberg recounted the process she had employed to pull the budget together in a brief five week period. She proposed that this year's process begin in August to allow more time for commission input. Ms. Sternberg discussed details of the revenue side of the proposed budget and identified and described the purpose of various details for the Commissioners. Commissioner Agnos inquired about possible impacts on baseline budget created by increased city revenues. No impact was reported as the Library receives significant amounts over its baseline budget. This year $27.9 million will be received in General Fund money, several hundred thousand dollars more that the library had requested in February. The City Librarian confirmed that there were no specific amounts identified for Brooks Hall in the Budget. Commissioner Higueras inquired concerning aspects of the proposed construction budget for the new Ocean View Branch including the potential for costs savings. There was further discussion of contingency planning and how to control costs as submitted by the Department of Public Works which might be retained by the Library and applied to other outstanding branch repairs needs separately. Ms. Minudri confirmed that funds set aside for the Post Occupancy Evaluation will carry forward into the next budget cycle. Ms. Sternberg noted significant improvement in financial controls and the arrival of a Chief Financial Officer should significantly improve the Library's fiscal management system.

Public Comment: An anonymous member of the public expressed concern that Commissioner Higueras' comments about maintaining strict oversight of costs involved in construction of the new Ocean View Branch was in order to save funds to apply to other projects rather than as an expression of fiduciary duty to strictly account for any expenditure of public funds. The same anonymous member of the public also discussed Vice President Streets observations on the importance of tracking any expenditure of library preservation funds to balance use of funds throughout its 15 year life. Mr. Ed Regan commended creation of the new Ocean View Branch, noted his preference for a large facility, proposed excavation to allow a three story structure, urged that the largely Black community in that neighborhood receive the largest and best possible building, and discussed previous mention of security concerns. Mr. Peter Warfield spoke about the absence of additional online catalog funding in the proposed budget, about funding for physical and environment security concerns with Brooks Hall , and the need for an assessment of improvements in the online catalog. Mr. Ed Regan added additional comments concerning the discussions about a new Ocean View Branch during the Proposition E debate and that debate could be avoided by creation of a standard model for branch libraries adopted and promoted by the American Library Association.

The City Librarian proposed bring a **report on the proposed design and construction of the new Oceanview branch at a July meeting** of the Commission.

Commission President Higueras inquired whether it was the Commission's wish to take up agenda item #3 discussion of budget matters and then return to complete the City Librarian's Report. It was the consensus of the Commission to take up the budget item.

BUDGET DISCUSSION

The City Librarian outlined possible courses of action the Commission might take in approving the proposed budget. The Commissioners considered the information presented and discussed the possibilities of requesting additional funds beyond what is proposed in the draft budget approved by the Mayor's Budget Office. Ms. Sternberg suggested a possible increase in the Materials Budget to a full 5%. Commissioner Agnos expressed satisfaction with the information presented, but requested that the Library Commission be brought into next year's budget process earlier. Commissioner's Llorente and Streets agreed also that it was important that the Commission be more actively involved in preparing next year's budget. In response to Commissioners' Agnos and Streets request, the City Librarian proposed a detailed break out **report on the Materials Budget at a September Commission meeting**. Commissioner Streets requested a **report on the fund balances in the Bond Account**.

MOTION: Commissioner Agnos moved, seconded by Commissioner Streets, adoption of the Library Budget as presented.

Public comment: An anonymous member of the public expressed dismay with two budget items being on the agenda and also concern with the Commission's approval of expenditure of Fuhrman Fund money without being fully informed of the status of the fund. Mr. Ed Regan requested separate listings for fiction, non-fiction, and encyclopedia purchases, and regarding the kinds of books that Fuhrman Bequest funds should be spent to purchase. Mr. Peter Warfield expressed concern at the lack of detailed information presented on book purchases, at the lack of time for the Commission to deliberate on issues before it, and proposed consideration of a revival of commission committees to allow more time to consider issues.

There was extended discussion among the Commissioners concerning the status and effort to obtain additional information about Fuhrman Bequest accounts. Ms. Adine Varah of the City Attorney's Office presented some information concerning an aspect of the Fuhrman Account which she had just received. The City Librarian indicated she would make every effort to present a full accounting **report on the fund at a July Commission meeting**. Ms. Sternberg confirmed that the Controller affirmed that the $325,000.00 in Fuhrman Bequest Funds included in the budget were available to spend.

The Commissioners were advised by staff that the current lack of clarity and detail in the matter of the Fuhrman Bequest did not preclude acceptance of the budget.

ACTION: APPROVED AYE 5-0 (Agnos, Chin, Higueras, Llorente, and Streets)

Commissioner Llorente left the meeting at 7:28PM

CITY LIBRARIAN'S REPORT (cont'd) GRANT ACTIVITIES REPORT

The City Librarian presented a report (copy attached) outlining Library grant activities during this year. The Commissioners inquired concerning how grant funded staffing was tracked so that when grants expire on obligation to continue to fund the position does not continue. The City Librarian explained that controls were in place to prevent any obligation to maintain unfunded positions deriving from grants from occurring.

Public comment: Mr. Peter Warfield spoke about item #5 Z39.5 in the grants report, and about software associated with it, and possible "hidden costs" associated with grants.

Commission President Higueras noted that Commissioner Steiman's Report on the Library Commissioners and Trustees Conference would be continued to a future meeting.

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Agnos asked the Commission Secretary that Commissioner's requests recorded in the Minutes be printed in boldface to facilitate noting them.

PUBLIC COMMENT

Mr. Ed Regan requested that the Commission place a discussion of increased library hours at both the Main Library and branches on its agenda. An anonymous member of the public spoke about conundrums he has experienced at the Commission in the past, the expression "not having a life", and his past experiences involving the Fuhrman Bequest.

ADJOURNMENT: Upon a motion by Commission Vice President Streets, seconded by Commissioner Chin the meeting was adjourned.

ACTION: Approved 4-0 (Aye - Agnos, Chin, Higueras, and Streets).

The meeting was adjourned at 7:57PM

Michael Housh, Library Commission Secretary 6/12/98

Please note: These a draft Minutes subject to revision by the Library commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

LIE L. BROWN, JR.
or

RLES A. HIGUERAS, A.I.A.
ident

N A. STREETS
President

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INIE K. CHIN
VEN A. COULTER
IEST H. LLORENTE
LOL STEIMAN
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INA MINUDRI
ng City Librarian

AEL HOUSH
ssion Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Wednesday, June 3, 1998

(approved as amended 6/18/98)

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The meeting was called to order at 5:40 PM by President Charles A. Higueras. Commissioners Coulter and Steiman were noted excused attendance.
The following members were noted present: President Higueras and Commissioners Agnos, Llorente, and Streets. Commissioner Chin joined the meeting at 5:55PM

At the request of staff, President Higueras (without objection) called Item 5 on the agenda, approval of the gift of an Enrique Chagoya Mural to the city for placement in the Main Library, to be heard first.

Mr. Salvador Azevedo, Assistant to the Consul General of Mexico described the process through which the Government of Mexico presented the gift of a work by noted Latino artist Enrigue Chagoya to the city for installation at the Main Library. The Artist Mr. Enrique Chagoya then described and discussed his proposed work. Ms. Debra Lehane, representing the Arts Commission outlined that Commission's June 1, 1998 acceptance of this gift and strongly urged the Commissioners to approve its placement in the Main Library as recommended. Acting Chief of the Main, Roberto Esteves presented a brief video showing proposed sites recommended for the work's placement. Commissioners inquired concerning maintenance and lighting concerns, the appearance of the hands in the model of the work, and the importance of obtaining local Latino Community input into the final design of the mural. Commission President Charles Higueras expressed the entire Commission's thanks to the Mexican government and appreciation for the gift of such an important work of art. A September 2, 1998 date for its installation was suggested.

MOTION: Commissioner Agnos, seconded by Commissioner Llorente, moved acceptance of the Enrigue Chagoya Mural for placement in the Main Library as recommended.

ACTION: Approval - Aye 5-0 (Agnos, Chin, Llorente, Higueras, and Streets)

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The City Librarian proposed bring a **report on the proposed design and construction of the new Oceanview branch at a July meeting** of the Commission.

Commission President Higueras inquired whether it was the Commission's wish to take up agenda item #3 discussion of budget matters and then return to complete the City Librarian's Report. It was the consensus of the Commission to take up the budget item.

BUDGET DISCUSSION

The City Librarian outlined possible courses of action the Commission might take in approving the proposed budget prior to its presentation at the Board of Supervisors on June 18, 1998. The Commissioners considered the information presented and discussed the possibilities of requesting additional funds beyond what is proposed in the draft budget approved by the Mayor's Budget Office. Ms. Sternberg suggested a possible increase in the Materials Budget to a full 5%. Commissioner Agnos expressed satisfaction with the information presented, but requested that the Library Commission be brought into next year's budget process earlier. Commissioner's Llorente and Streets agreed also that it was important that the Commission be more actively involved in preparing next year's budget. In response to Commissioners' Agnos and Streets request, the City Librarian proposed a detailed break out **report on the Materials Budget at a September Commission meeting**. Commissioner Streets requested a **report on the fund balances in the Bond Account**.

MOTION: Commissioner Agnos moved, seconded by Commissioner Streets, adoption of the Library Budget as presented.

Public comment: An anonymous member of the public expressed dismay with two budget items being on the agenda and also concern with the Commission's approval of expenditure of Fuhrman Fund money without being fully informed of the status of the fund. Mr. Ed Regan requested separate listings for fiction, non-fiction, and encyclopedia purchases, and regarding the kinds of books that Fuhrman Bequest funds should be spent to purchase. Mr. Peter Warfield expressed concern at the lack of detailed information presented on book purchases, at the lack of time for the Commission to deliberate on issues before it, and proposed consideration of a revival of commission committees to allow more time to consider issues.

There was extended discussion among the Commissioners concerning the status and effort to obtain additional information about Fuhrman Bequest accounts. Ms. Adine Varah of the City Attorney's Office presented information concerning an incomplete report showing a library balance of $298,310.64 in the Fuhrman Account which she had just received. The City Librarian indicated she would make every effort to present a full accounting **report on the fund at a July Commission meeting**. Ms. Sternberg confirmed that the Controller affirmed that the $325,000.00 in Fuhrman Bequest Funds included in the budget were available to spend.

The Commissioners were advised by staff that the current lack of clarity and detail in the matter of the Fuhrman Bequest did not preclude acceptance of the budget.

ACTION: APPROVED AYE 5-0 (Agnos, Chin, Higueras, Llorente, and Streets)

Commissioner Llorente left the meeting at 7:28PM

CITY LIBRARIAN'S REPORT (cont'd) GRANT ACTIVITIES REPORT

The City Librarian presented a report (copy attached) outlining Library grant activities during this year. The Commissioners inquired concerning how grant funded staffing was tracked so that when grants expire on obligation to continue to fund the position does not continue. The City Librarian explained that controls were in place to prevent any obligation to maintain unfunded positions deriving from grants from occurring.

Public comment: Mr. Peter Warfield spoke about item #5 Z39.5 in the grants report, and about software associated with it, and possible "hidden costs" associated with grants not noted in the budget.

Commission President Higueras noted that Commissioner Steiman's Report on the Library Commissioners and Trustees Conference would be continued to a future meeting.

LIBRARIAN'S GUILD: No report.

NEW BUSINESS

Commissioner Agnos asked the Commission Secretary that Commissioner's requests recorded in the Minutes be printed in boldface to facilitate noting them.

PUBLIC COMMENT

Mr. Ed Regan requested that the Commission place a discussion of increased library hours at both the Main Library and branches on its agenda. An anonymous member of the public spoke about conundrums he has experienced at the Commission in the past, the expression "not having a life", and his past experiences involving the Fuhrman Bequest.

ADJOURNMENT: Upon a motion by Commission Vice President Streets, seconded by Commissioner Chin the meeting was adjourned.

ACTION: Approved 4-0 (Aye - Agnos, Chin, Higueras, and Streets).

The meeting was adjourned at 7:57PM

Michael Housh, Library Commission Secretary 6/22/98

Please note:. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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illie L. Brown, Jr.
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harles A. Higueras, A.I.A.
resident

ran A. Streets
ice President

herry Agnos
onnie K. Chin
teven A. Coulter
rnest H. Llorente
arol Steiman
ommissioners

egina Minudri
cting City Librarian

ichael Housh
ommission Secretary

NOTICE OF MEETING

ATTENTION:

A special meeting called by the Commission President will be held at 5:00 p.m. before the regular meeting. That special meeting will be for the purpose of an employee evaluation closed session. The start of the regular meeting may be delayed. It is possible that the regular session will start later because of the special meeting. The regular session will not start before 5:30 p.m.

The San Francisco Public Library Commission will hold special and regular meetings as follows:

DATE: **Thursday, June 18, 199~~7~~8**

TIME: **5:00 PM** **NOTE TIME CHANGE**

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JUN 1 2 1998
SAN FRANCISCO
PUBLIC LIBRARY

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order

AGENDA OF SPECIAL MEETING - PUBLIC EMPLOYEE EVALUATION

1. **PUBLIC COMMENT**

2. **CLOSED SESSION** **ACTION**

   a). Pursuant to Government Code Section 54957
   PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   [City Librarian, Regina Minudri]

3. **OPEN SESSION**

   Report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session. **ACTION**

3. **ADJOURNMENT** (requires motion and public comment) **ACTION**

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AN A. STREETS
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EVEN A. COULTER
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AROL STEIMAN
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EGINA MINUDRI
ting City Librarian

ICHAEL HOUSH
mmission Secretary

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, June 18, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

DOCUMENTS DEPT.
JUN 12 1998
SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order
AGENDA:

1. **APPROVAL OF THE MINUTES**

Presentation of, discussion of, and possible action to approve the minutes of regular Commission meeting of June 3, 1998. **ACTION**

2. **CITY LIBRARIAN'S REPORT**

a). Report by Marcia Schneider, Chief of Branches/Community Relations

b). Report by Roberto Esteves, Acting Chief of the Main

3. **MISSION BRANCH RENOVATION**

Report by the Department of Public Works

4. **COMMISSIONERS AND TRUSTEES CONFERENCE**

Report by Commissioner Steiman and discussion of her report.

5. **LIBRARIANS' GUILD REPORT**

6. **NEW BUSINESS**

(This item is to allow Commissioners to introduce new agenda items for consideration.)

7. **PUBLIC COMMENT**

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. **ADJOURNMENT** (requires motion and public comment) **ACTION**

6/12/98 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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03/27/97

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Thursday, June 18, 1998 (as approved 7/7/98)

The San Francisco Public Library Commission held special and regular meetings on Thursday, June18, 1998 in the Koret Auditorium, Main Library.

The Special meeting was called to order at 5:10 PM by President Charles A. Higueras. The following members were noted present: President Higueras and Commissioners Chin, Llorente, and Steiman.

Commission President Higueras announced that the Commission would go into closed session pursuant to Government Code Section 54957 to conduct a public employee performance evaluation of City Librarian Regina Minudri.

Public comment: An anonymous member of the public expressed concern that members of the public wishing to attend the Commission meeting could become confused by the manner in which the agenda describes the beginning time of the regular meeting, recommended that details of any possible delayed start time be placed at the beginning of the regular agenda for clarity, clarified the distinction between the rules governing closed sessions for personnel evaluation and those based on other matters, commented concerning impressions created by the number of evaluations of the City Librarian's performance which the Commission has held, pointed out that performance evaluations should not include discussions of policy issues separate from job performance, and that frequent evaluations had a deleterious effect. Mr. Peter Warfield suggested that the Commissioners use the evaluation process to request follow through on previous requests on matters such as an accounting of the book budget, concerning online catalog improvements, and late notification of the Commission of important City and Board of Supervisor's actions.

The Commission retired into closed session at 5:22PM
The Commission returned to open session at 6:03PM

MOTION: Commissioner Chin, seconded by Commissioner Steiman, moved to report that the Commission had met in closed session for the purpose of a public employee evaluation and not to disclose any matters discussed during the closed session.

Public Comment: An anonymous member of the public asked if action was taken during the closed session. None was reported

ACTION: Approval - Aye 4-0 (Chin, Llorente, Higueras, and Steiman)

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ADJOURNMENT:

MOTION: Upon a motion by Commissioner Llorente, seconded by Commissioner Steiman, the special meeting was adjourned at 6:04PM.

ACTION: Approval - Aye 4-0 (Chin, Llorente, Higueras, and Steiman)

The regular meeting was called to order at 6:05 PM by President Charles A. Higueras. The following members were noted present: President Higueras and Commissioners Chin, Llorente, and Steiman. Commissioners Agnos, Coulter, and Streets were noted excused attendance.

APPROVAL OF MINUTES of the regular meeting of June 3, 1998.

MOTION: approval of the Minutes of June 3, 1998 was moved by Commissioner Llorente, seconded by Commissioner Chin. Commissioner Chin expressed reservations at the inclusion of transcripts of a previous meeting in the Minutes.

Public Comment: An anonymous member of the public observed that President Higueras had suggested members of the public submit in writing proposed corrections to the minutes, noted some improvements in the reported minutes and that corrected Minutes were being posted online as promised, that the Commission Secretary's draft minutes tended to modify controversial statements citing a statement attributed to Vice President Streets, and opposed approval of the Minutes. Mr. Peter Warfield expressed approval of some improvements in the minutes, noted that the Commission was considering a revised draft of the Minutes containing a number of changes differing from the draft mailed with the meeting notice, suggested that the use of the term "numerous inaccuracies" in his public comment on the approval of the May 21, 1998 Minutes was inaccurate and that "a number of important inaccuracies" as a better reflection of his intention. He further questioned the description in the report in the discussion of the budget of the manner by which General Fund and Prop. E Funds are combined, asked that "deficiencies" be mentioned rather than additional funding in his comments concerning the online catalog, and requested reporting of the figure of $298.310.64 in a Fuhrman Fund account available to the Library as mentioned by Ms. Varah, the Deputy City Attorney. Mr. Warfield also requested that his inquiry regarding any "hidden costs" associated with grants be clarified to show that these various costs are not specifically listed in the budget.

The Commission President directed amending the Minutes to reflect changes in comment attributed to them as requested by members of the public referred to in the Minutes.

ACTION: APPROVED Aye 4-0 (Chin, Higueras, Llorente, and Steiman)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri introduced Mr. George Nicols, the new Supervising Fiscal Officer of the Library to the Commission. Mr. Nicols provided summary of his professional background and experience and proposed to work closely with the Commission in preparing the next budget. The City Librarian noted that the budget was accepted by the Board of Supervisors Finance Committee with very minor changes (approx. $30,000.00 in a $44,567,038.00 budget) proposed by Board of Supervisor's Budget Analyst Mr. Harvey Rose. The City Librarian further commented that Board Finance Committee Chair Supervisor Teng commended the Library for its improved operations this year and that Mr. Rose had commented favorably on the new financial reporting and operating controls put into place. Ms. Minudri told the Commissioners that this process made clear the need to set a budget calendar earlier in the next fiscal year and suggested beginning the next budget process in September. The City Librarian gave a wrap up report on the recently concluded fine amnesty reporting over 4100 pounds of food collected for local food banks. She also reported that an additional three significant library items had been returned. These books had been checked out of the North Beach Branch days before the 1906 Earthquake and Fire. They had been kept in the patron's family's possession and returned in good condition. The items were a 1905 edition of Outlook, a 1904 edition of Week's Progress, and 1890 copy of Macauley's Historical essays. Ms. Minudri noted they will be displayed in the Main Library's History Center. The City Librarian gave an update on recent developments involving the proposed new Ocean View Branch, proposing that the Department of Public Works and the Bureau of Architecture present preliminary plans and architectural drawings at a July Commission meeting. She also announced her selection of a new Assistant City Librarian, Ms. Susan H. Hildreth, briefly described the selection process and her professional background and experience. Ms. Minudri then introduced Ms. Marcia Schneider, Chief of Branches to present her monthly activities report. Ms. Schneider outlined activities involved in the Library's children and teen summer reading programs at both the Library and branches. She mentioned S.F. Giants player Rich Rodrigues' participation in a reading at the Main. Ms. Schneider described the exhibition schedule and noted the opening of special exhibits on the Japanese Americans and the U.S. Constitution (June 26-Aug 6, 1998) and many associated programs and a two part exhibit on Lesbian Mothers June 26-August 15, 1998). In July a Paul Robeson Centennial exhibit and film program will be featured in the Main. She introduced Ms. Margie O'Driscoll Executive Director of the Friends of the San Francisco Public Library who discussed the new larger format for At the Main and regarding fundraising to support the renovation of the Mission Branch.

Mr. Roberto Esteves, Chief of the Main Library presented his monthly update on activities at the Main Library, reporting a slightly lower average daily attendance of 5600 patrons per day. He outlined several service improvements, discussing the new "combo" library card combining a library card and a value added debit card. Mr. Esteves responded to questions regarding aspects of the new cards emphasizing that library cards continue to be free and that value added cards are only activated by the patron. He also mentioned significant upgrade in printers becoming available during the Summer to patrons including "network' printers with color capacity. The Acting Chief of the Main explained recent difficulties experienced in managing the room booking activities and described steps taken to remedy the problem. Mr. Esteves also announced that afternoon (3-6PM) staffing of the Teen Center was now possible, offering increased service to young patrons at the Main. He also noted that 20 Summer youth training workers were helping with important projects. A donation of 1000 books was reported received from the Shanghai Sister City program to be integrated into the collection. Mr. Esteves called attention to the posting of a new set of home pages for the Hormel Gay and Lesbian Center funded by the Library Foundation. In light of information presented by Mr. Esteves, the City Librarian proposed that the Commission consider revision of its Fines and Fees Policy to update policies in conjunction with the introduction of the combo cards. She also mentioned receiving a gift of 300 wonderful Japanese language books and a gift of $3,000.00 to be divided between the Western Addition Branch and Main Library to purchase additional books from Shueisha, a major Japanese publisher. She noted that this gift could be the first of many such gifts.

Public Comment: An anonymous member of the public expressed chagrin that new library cards had been introduced without Commission discussion and that personal information might be able to be disclosed through use of the new cards. The same anonymous member of the public also wondered at the lack of discussion at the Commission of the status of the Request For Proposals (RFP) for the Post Occupancy Evaluation of the Main Library. Mr. Peter Warfield commended the City Liberian's discussion of the process used with the new combo card, inquired about differences between the new combo cards and the old library cards carrying added value, expressed concern about "change" without sufficient information being made available to the public, and about money/cost being associated with the new cards in a 'free" library, problems with left or lost cards or using cards at paging desks, and related complications for members of the public.

MISSION BRANCH RENOVATION

A report was presented by Mr. Roger Wong of the Department of Public Works on the progress during June of renovation of the Mission Branch Library, (copy attached). Mr. Wong informed the Commissioners that the work was continuing to proceed on schedule, being 51% complete. On the first floor partition frames and duct work as well as stairway work is underway. It was reported that the steel columns are on site and ready to be installed. A new change order for $6,406.00 has been submitted involving an installation of a fire safety auto-dialer and replacement of a broken sidewalk main. $60,419.00 in total project changes orders was reported. Mr. Wong gave a brief slide presentation on the work to date.

COMMISSIONERS AND TRUSTEES CONFERENCE

Commissioner Steiman reported on the recently held statewide orientation and training conference for library trustees and commissioners. She noted that this conference called under the auspices of the California State Library provided a valuable opportunity for library trustees and commissioners to share information and discuss issues impacting libraries throughout California. Commissioner Steiman called attention to funding issues, described a program on library referenda in California, and discussed the work the California State Library has undertaken in this area. The Commissioner described an extensive presentation on future libraries and projected changes in library uses and users by the Institute for the Future. She provided a detailed discussion of the proposed Library of California, an 8000 participant network linking both public and private libraries, and urged library advocates to support SB 409 currently before the state legislature to get the project started. **Commissioner Steiman proposed that Ms. Barbara Will, Networking Coordinator, California State Library be invited to a future Commission meeting to make a presentation on this proposal. Commissioner Chin inquired concerning what actions could be undertaken in support of the enactment of SB 409 and about the availability of statistics concerning increased patron use of libraries in California. The City Librarian proposed to provide the most recent data to the Commissioners.**

Public comment: Mr. Peter Warfield asked concerning the existence of any studies concerning actual use of networked collections.

LIBRARIAN'S GUILD: No report.

NEW BUSINESS: none proposed, item tabled

Commissioner Steiman left the meeting at 7:43 PM, losing the quorum of members required to be present to continue the meeting. A procedural discussion ensued. Upon advice of Deputy City Attorney Adine Varah, President Higueras declared the meeting adjourned.

The meeting was declared adjourned at 7:44PM

Michael Housh, Library Commission Secretary 7/8/98

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NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, July 7, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

ILLIE L. BROWN, JR.
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ARLES A. HIGUERAS, A.I.A.
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AN A. STREETS
ce President

ERRY AGNOS
NNIE K. CHIN
EVEN A. COULTER
NEST H. LLORENTE
ROL STEIMAN
mmissioners

EGINA MINUDRI
ting City Librarian

ICHAEL HOUSH
mmission Secretary

The meeting will be called to order
AGENDA:

1. **APPROVAL OF THE MINUTES**

   Presentation of, discussion of, and possible action to approve the Minutes of the special and regular Commission meetings of June 18, 1998. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by City Librarian Regina Minudri

3. **NEW OCEAN VIEW BRANCH LIBRARY PROJECT**
   Presentation and discussion of proposed architectural plans and drawings for the new Ocean View Branch Library by the Department of Public Works and the Bureau of Architecture.

4. **HORMEL RESOLUTION** **ACTION**
   Presentation of, discussion of, and possible action to approve a resolution supporting President Clinton's nomination and possible appointment of Library benefactor James Hormel to be United States Ambassador to the Grand Duchy of Luxembourg.

5. **LIBRARIANS' GUILD REPORT**

6. **NEW BUSINESS**
   (This item is to allow Commissioners to introduce new agenda items for consideration.)

7. **PUBLIC COMMENT**
   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. **ADJOURNMENT** (requires motion and public comment) **ACTION**

6/25/98 - M.Housh, Commission Secretary

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, July 7, 1998

(Approved July 16, 1998)

The San Francisco Public Library Commission held its regular meeting on Tuesday, July 7, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:50 PM by Vice President Fran Streets
President Charles A. Higueras joined the meeting at 5:55PM.
The following members were noted present: President Higueras and Commissioners Coulter, Llorente, Steiman, and Streets. Commissioners Agnos and Chin were noted excused attendance.

APPROVAL OF MINUTES of the regular meeting of June 18, 1998.

MOTION: approval of the Minutes of June 18, 1998 as presented was moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: An anonymous member of the public opposed approval of the Minutes, noting while they had improved, they still contained errors, and called attention to what was believed to be the improper mention of "A procedural discussion ensued" after the meeting's quorum had been lost. The same anonymous member of the public also discussed legal issues raised by the loss of the quorum which resulted in the formal Public Comment item on the June 18th meeting agenda not being taken up.

ACTION: APPROVED Aye 5-0 (Coulter, Higueras, Llorente, Steiman, and Streets)

The City Librarian requested that the Commissioners take up item #3 on the agenda, a report by the Bureau of Architecture on the preliminary planning for the new Ocean View Branch Library, before she gave her report.

NEW OCEAN VIEW BRANCH LIBRARY PROJECT

Mr. Edgar Lopez of the Bureau of Architecture, Department of Public Works presented an illustrated report describing the process used to choose a preliminary design and plans and a summary and overview of the proposed architectural design and plans for the New 2175 sq. ft. Ocean View Branch Library. The location and specifics of the site were identified and its various features described in relation to the proposed building design. Mr. Lopez carefully described and illustrated the details of the new building. Ms. Tara Lamont also of the Bureau of Architecture, Department of Public Works described

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extensive discussions with Ocean View neighborhood civic leaders, residents, and branch library patrons concerning various choices offered for the proposed architectural design. It was noted that the proposed building, given design choices dictated by aspects of the site and the $2.5 million budget set by the Mayor, would be able to fully accomplish the library program proposed by library consultant Ms. Kathy Page. There was extensive discussion among the Commissioners, Bureau of Architecture staff, and the City Librarian concerning aspects of the design, the amounts of shelving available, the number and proposed uses of computers, the durability of exterior surfaces, staffing needs, use of the proposed community/program room on the second floor, and possible art installations at the new location. **President Higueras requested a copy of the Kathy Page library program report and the Bureau of Architecture's detailed preliminary budget be provided to the Commission.** He also informed the architects that the Commission will expect detailed monthly progress reports, including all library approved change orders, to the Commission on the same basis as is being done with the Mission Branch renovation project when construction begins on the Ocean View Branch. Mr. Lopez verified to Commissioner Higueras that a 10% contingency item was factored in the budget and that any cost savings would go into project reserve funds.

Public comment: Mr. Ed Regan suggested that the new branch be a larger building with a full basement to provide additional library space and that a parking lot also be created for use by branch patrons. Ms. Dorcas Thomas of the New Ocean View Library Committee reported that at its June 16, 1998 meeting the Committee had overwhelmingly approved the proposed design. Ms. Deetje Boler suggested that the Commission request additional funds to permit construction of a full basement for the new branch. Ms. Edna Jones inquired about possible emergency use of the new library and earthquake safety concerns as well as reported neighborhood support for the proposed design. Mr. Carlos Dunbar informed the Commissioners concerning the artist's studio space next door to the proposed new branch location, discussed parking issues, and use of the proposed 2nd floor computer room. Ms. Naomi Williams expressed neighborhood support for the proposed design while noting it would still be a relatively small branch.

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri reported on the Library's participation in the American Library Association's (ALA) recent meeting during June 26-July 1, 1998 in Washington, DC. She called particular attention to the Library's winning the John Cotton Dana Library Public Relations Award for the widely acclaimed "Brave Little Girls" exhibit and programs. Ms. Minudri particularly noted Library graphic artist/designer Daniel Madrid's major contribution in the successful competition for this prestigious national award. The City Librarian called attention to her designation by Mayor Brown to Chair the San Francisco Poet Laureate Committee and discussed proposed plans for its activities. Ms. Minudri called attention to the fact that legislation to establish the statewide cooperative online Library of California has been placed on the suspense calendar in the State Assembly, reducing its chances for approval this year. She suggested that its supporters write to Assembly Appropriations Committee Chair and San Francisco representative, Assemblywoman Carole Migden, urging that it be put back on the legislative agenda. The City Librarian reported that Ms. Mary Landgraf, Chief of Technical Services and an esteemed veteran library staff member had retired. The City Librarian then outlined various incremental improvements which have been made to the Library's online catalog.

Commissioner Steiman briefly left the meeting at 7:10PM, returning at 7:14PM

HORMEL RESOLUTION

Commissioner Coulter introduced discussion of a proposed Resolution (copy attached) in support of the United States Senate's approval of the nomination of Library patron James C. Hormel to be American Ambassador to Luxembourg. He outlined the various issues, including critiques of content of the collection at the Library's James C. Hormel Gay and Lesbian Center, resolutions in support of approval of Mr. Hormel's nomination by the Board of Supervisors and the American Library Association, issues of library censorship, and other aspects featured in the controversy. President Higueras, Commissioner Llorente, and Commission Steiman expressed support for Mr. Hormel's nomination and noted the appropriateness of adopting such a resolution. Vice President Streets suggested that the some of the language in the draft could be improved and strengthened. Commissioner Coulter asked that it more fully address the freedom of information and censorship issues involved. Without objection, Commissioner Higueras moved to table consideration of the resolution to the July 16th meeting to allow revision and strengthening of the text.

Public comment: Mr. Ed Regan expressed concern with the appropriateness of the materials in the Hormel Center being located in the Main Library. An anonymous member of the public opposed the policy of naming spaces in the Library for donors, equating Mr. Hormel and Chevron Corp., stated the view that as 90% of the cost of the Main Library was publicly funded recognizing donors in this fashion was inappropriate, and suggested that the Library had been dragged into controversy because of the center's being named for Mr. Hormel. Ms. Margie O'Driscoll expressed support for the resolution, lauding Mr. Hormel's civic leadership and support for the Library.

LIBRARIAN'S GUILD: No report.

NEW BUSINESS:

Commissioner Steiman proposed that a Resolution supporting the creation of the cooperative online Library of California be placed on the agenda for Commission approval. Commission Vice President Fran Streets inquired concerning when a number of items members of the Commission had requested during this year might addressed at a Commission meeting. Commissioner Llorente asked about the status of development of a system to track requested agenda items.

Public comment: Mr. Ed Regan requested that the Commission consider expanding Library hours, calling particular attention to hours at the proposed new Ocean View branch.

PUBLIC COMMENT:

An anonymous member of the public requested an additional three minutes of public comment as the public comment item was not taken up at the previous meeting due to the loss of quorum and presented a discussion of literary history beginning with the seminal works of Samuel Richardson (1689-1761), described the development of the novel as a literary form, and linked descent of this line of literary philosophy to the contemporary R. D. Lang. Another anonymous member of the public expressed concern about the book budget, citing a request by Commission Vice President Streets for a report on the book budget, noting particular concern about expenditures for computers vs. books and the issues of the costs involved in new books and maintaining computers as opposed to the current book collections.

ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Steiman moved to adjourn the meeting.

Public comment: none was offered

ACTION: APPROVED Aye 5-0 (Coulter, Higueras, Llorente, Steiman, and Streets)

The meeting was declared adjourned at 7:41PM

Michael Housh, Library Commission Secretary 7/17/98

Please note: **Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102**

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LLIE L. BROWN, JR.
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ARLES A. HIGUERAS, A.I.A.
sident

AN A. STREETS
e President

ERRY AGNOS
NNIE K. CHIN
VEN A. COULTER
NEST H. LLORENTE
ROL STEIMAN
nmissioners

GINA MINUDRI
y Librarian

CHAEL HOUSH
nmission Secretary

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, July 16, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order
AGENDA:

1. **APPROVAL OF THE MINUTES**

   Presentation of, discussion of, and possible action to approve the minutes of regular Commission meeting of July 7, 1998. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by City Librarian Regina Minudri

3. **MISSION BRANCH RENOVATION**
   Report by the Department of Public Works

4. **LIBRARY FOUNDATION REPORT**
   Quarterly report on Library Foundation activities.

5. **HORMEL RESOLUTION** **ACTION**
   Presentation of, discussion of, and possible action to approve a revised resolution supporting President Clinton's nomination and possible appointment of Library benefactor James Hormel to be United States Ambassador to the Grand Duchy of Luxembourg.

6. **REQUEST FOR PROPOSALS-POST OCCUPANCY EVALUATION**

   Status report by President Higueras and discussion of a Request for Proposals (RFP) to conduct the Post Occupancy Evaluation (POE) of the Main Library.

7. **FUHRMAN TRUST REPORT**
   Report on the current status of the Fuhrman Trust

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8. **RESOLUTION SUPPORTING THE CREATION OF THE PROPOSED ONLINE LIBRARY OF CALIFORNIA** **ACTION**
Presentation of, discussion of, and possible action to approve a resolution supporting the creation of the proposed Library of California a statewide collaborative online network of public and private libraries.

9. **LIBRARIANS' GUILD REPORT**

10. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. **ADJOURNMENT** (requires motion and public comment) **ACTION**

7/10/98 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

DRAFT

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Tuesday, July 7, 1998

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Steven A. Coulter
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

The San Francisco Public Library Commission held its regular meeting on Tuesday, July 7, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:50 PM by Vice President Fran Streets
President Charles A. Higueras joined the meeting at 5:55PM.
The following members were noted present: President Higueras and Commissioners Coulter, Llorente, Steiman, and Streets. Commissioners Agnos and Chin were noted excused attendance.

APPROVAL OF MINUTES of the regular meeting of June 18, 1998.

MOTION: approval of the Minutes of June 18, 1998 as presented was moved by Commissioner Llorente, seconded by Commissioner Steiman.

Public Comment: An anonymous member of the public opposed approval of the Minutes, noting while they had improved, they still contained errors, and called attention to what was believed to be the improper mention of "A procedural discussion ensued" after the meeting's quorum had been lost. The same anonymous member of the public also discussed legal issues raised by the loss of the quorum which resulted in the formal Public Comment item on the June 18th meeting agenda not being taken up.

ACTION: APPROVED Aye 5-0 (Coulter, Higueras, Llorente, Steiman, and Streets)

The City Librarian requested that the Commissioners take up item #3 on the agenda, a report by the Bureau of Architecture on the preliminary planning for the new Ocean View Branch Library, before she gave her report.

NEW OCEAN VIEW BRANCH LIBRARY PROJECT

Mr. Edgar Lopez of the Bureau of Architecture, Department of Public Works presented an illustrated report describing the process used to choose a preliminary design and plans and a summary and overview of the proposed architectural design and plans for the New 2175 sq. ft. Ocean View Branch Library. The location and specifics of the site were identified and its various features described in relation to the proposed building design. Mr. Lopez carefully described and illustrated the details of the new building. Ms. Tara Lamont also of the Bureau of Architecture, Department of Public Works described

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Telephone 415.557.4233

extensive discussions with Ocean View neighborhood civic leaders, residents, and branch library patrons concerning various choices offered for the proposed architectural design. It was noted that the proposed building, given design choices dictated by aspects of the site and the $2.5 million budget set by the Mayor, would be able to fully accomplish the library program proposed by library consultant Ms. Kathy Page. There was extensive discussion among the Commissioners, Bureau of Architecture staff, and the City Librarian concerning aspects of the design, the amounts of shelving available, the number and proposed uses of computers, the durability of exterior surfaces, staffing needs, use of the proposed community/program room on the second floor, and possible art installations at the new location. **President Higueras requested a copy of the Kathy Page library program report and the Bureau of Architecture's detailed preliminary budget be provided to the Commission.** He also informed the architects that the Commission will expect detailed monthly progress reports, including all library approved change orders, to the Commission on the same basis as is being done with the Mission Branch renovation project when construction begins on the Ocean View Branch. Mr. Lopez verified to Commissioner Higueras that a 10% contingency item was factored in the budget and that any cost savings would go into project reserve funds.

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Commissioner Steiman briefly left the meeting at 7:10PM, returning at 7:14PM

HORMEL RESOLUTION

Commissioner Coulter introduced discussion of a proposed Resolution (copy attached) in support of the United States Senate's approval of the nomination of Library patron James C. Hormel to be American Ambassador to Luxembourg. He outlined the various issues, including critiques of content of the collection at the Library's James C. Hormel Gay and Lesbian Center, resolutions in support of approval of Mr. Hormel's nomination by the Board of Supervisors and the American Library Association, issues of library censorship, and other aspects featured in the controversy. President Higueras, Commissioner Llorente, and Commission Steiman expressed support for Mr. Hormel's nomination and noted the appropriateness of adopting such a resolution. Vice President Streets suggested that the some of the language in the draft could be improved and strengthened. Commissioner Coulter asked that it more fully address the freedom of information and censorship issues involved. Without objection, Commissioner Higueras moved to table consideration of the resolution to the July 16th meeting to allow revision and strengthening of the text.

Public comment: Mr. Ed Regan expressed concern with the appropriateness of the materials in the Hormel Center being located in the Main Library. An anonymous member of the public opposed the policy of naming spaces in the Library for donors, equating Mr. Hormel and Chevron Corp., stated the view that as 90% of the cost of the Main Library was publicly funded recognizing donors in this fashion was inappropriate, and suggested that the Library had been dragged into controversy because of the center's being named for Mr. Hormel. Ms. Margie O'Driscoll expressed support for the resolution, lauding Mr. Hormel's civic leadership and support for the Library.

LIBRARIAN'S GUILD: No report.

NEW BUSINESS:

Commissioner Steiman proposed that a Resolution supporting the creation of the cooperative online Library of California be placed on the agenda for Commission approval. Commission Vice President Fran Streets inquired concerning when a number of items members of the Commission had requested during this year might addressed at a Commission meeting. Commissioner Llorente asked about the status of development of a system to track requested agenda items.

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ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Steiman moved to adjourn the meeting.

Public comment: none was offered

ACTION: APPROVED Aye 5-0 (Coulter, Higueras, Llorente, Steiman, and Streets)

The meeting was declared adjourned at 7:41PM

Michael Housh, Library Commission Secretary 7/9/98

Please note: These a draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Commission Resolution - July 7, 1998

DRAFT

[James Hormel]

EXPRESSING SUPPORT FOR PRESIDENT CLINTON'S NOMINATION AND POSSIBLE APPOINTMENT OF LIBRARY BENEFACTOR JAMES C. HORMEL TO BE THE UNITED STATES AMBASSADOR TO THE GRAND DUCHY OF LUXEMBOURG

WHEREAS, The San Francisco Public Library Commission is proud to recognize, honor, and commend James C. Hormel for his years of dedicated civic leadership and his invaluable assistance in providing significant additional resources which have enabled the San Francisco Public Library to better serve the people of San Francisco, and

WHEREAS, The President of the United States in recognition of James C. Hormel's record of outstanding public service, his accomplishments as a civic leader, and his demonstrated skill in bringing diverse communities together to promote the common good, has nominated him to be the United States Ambassador to the Grand Duchy of Luxembourg, and

WHEREAS, in the course of debate concerning the United States Senate's approval of James C. Hormel's nomination, hostile characterizations and willful misinformation has been directed at Mr. Hormel as a openly gay citizen as a pretext to delay consideration of his nomination by the full Senate, and

WHEREAS, the James C. Hormel Lesbian and Gay Center is a specialized library and center for the study of the history, art, literature, and culture of lesbians, gay men, bisexuals, and transgender people named for Mr. Hormel by the Library Commission to recognize his important contributions to the betterment of the City and County of San Francisco and its public library, and

WHEREAS, The San Francisco Public Library Commission strongly supports and encourages the important scholarly and popular work at the James C. Hormel Center, and urges that the members of the United States Senate put aside the baseless, unworthy, and unjust sentiments about the Center which have needlessly delayed consideration of Mr. Hormel's nomination as ambassador and allow this nomination to be brought before the Senate for approval, now therefore be it

RESOLVED, That the San Francisco Public Library Commission strongly urges the members of the United States Senate to quickly bring forward for a vote and confirm President Clinton's nomination of James C. Hormel, an exemplary American.

FILE NO. 98-0325 **RESOLUTION NO.** 162-98

[James C. Hormel]

ENDORSING PRESIDENT CLINTON'S NOMINATION OF JAMES C. HORMEL TO THE POST OF AMBASSADOR TO LUXEMBOURG AND URGING SENATE MAJORITY LEADER TRENT LOTT TO BRING HIS NOMINATION TO THE SENATE FLOOR FOR A FULL VOTE.

WHEREAS, James C. Hormel was nominated by President Bill Clinton for a post as Ambassador to Luxembourg; and,

WHEREAS, James C. Hormel, the grandson of the founder of Hormel Food Company, is an openly gay philanthropist; and,

WHEREAS, Mr. Hormel donates a quarter of his annual income to worthwhile local and national charities; and,

WHEREAS, Mr. Hormel donated $500,000 to the San Francisco Public Library, which opened in April, 1996; and,

WHEREAS, Mr. Hormel recently donated $600,000 to the American Civil Liberties Union; and,

WHEREAS, James C. Hormel has many community affiliations with the City and County of San Francisco including membership on the boards of the San Francisco Symphony, the San Francisco Chamber of Commerce, and past affiliations with KQED Public Television, San Francisco Performing Arts Library and Museum, San Francisco Chamber Orchestra, 18th Street Services (now New Leaf), Bay Vision 2020 and Henry Ohloff House; and,

WHEREAS, Mr. Hormel has been an alternate United States delegate to the United Nations General Assembly and a delegate to the United Nations Human Rights Commission in Geneva; and,

WHEREAS, On October 3, 1997, Luxembourg officially endorsed President Clinton's nomination of Mr. Hormel; and,

WHEREAS, Mr. Hormel's appointment was approved by the Senate Foreign Relations Committee in November, 1997; and,

WHEREAS, Mr. Hormel's appointment is being held up by two Republican Senators, Tim Hutchinson and James Inhofe, solely on the basis of his activism on behalf of Gay Rights; and,

WHEREAS, Mr. Hormel's appointment has been indefinitely delayed on this basis; and,

WHEREAS, Senate Majority Leader Trent Lott has the authority to bring the matter before the Senate for a full vote; and,

WHEREAS, Mr. Hormel's educational and business background, as well as, his history of commitment to public service, strongly supports his candidacy for Ambassador to Luxembourg; now, therefore, be it

RESOLVED, That the City and County of San Francisco endorses President Clinton's nomination of James C. Hormel to the position of Ambassador to Luxembourg; and, be it

FURTHER RESOLVED, That the City and County of San Francisco urges Senate Majority Leader Trent Lott to bring Mr. Hormel's nomination to the Senate floor for a full vote; and, be it

FURTHER RESOLVED, That a copy of this resolution be sent to Senate Majority Leader Trent Lott.

FILE NO. 98-0268 RESOLUTION NO. 133-98

[James Hormel]

ENDORSING PRESIDENT CLINTON'S NOMINATION OF JAMES HORMEL TO THE POST OF AMBASSADOR TO LUXEMBOURG AND URGING SENATE MAJORITY LEADER TRENT LOTT TO BRING HIS NOMINATION TO THE SENATE FLOOR FOR A VOTE.

WHEREAS, James Hormel was nominated by President Bill Clinton for a post as ambassador to Luxembourg; and,

WHEREAS, Jim Hormel is an openly gay philanthropist, heir to the Hormel Meat Company, and native to San Francisco; and,

WHEREAS, Hormel, a multimillionaire, donates a quarter of his annual income to worthwhile local and national groups; and,

WHEREAS, Hormel donated $500,000 to establish a gay and lesbian collection at the San Francisco Public Library, which opened in April, 1996, as the first permanent public research center for gay and lesbian issues; and,

WHEREAS, He contributed $12,000 to an educational film called "It's Elementary," intended to help teachers provide sensitivity training to their students on behalf of gays; and,

WHEREAS, Hormel recently donated $600,000 to the American Civil Liberties Union; and,

WHEREAS, James Hormel sits on the boards of the San Francisco Symphony and the San Francisco Chamber of Commerce; and,

WHEREAS, He has been an alternate U.S. delegate to the U.N. General Assembly and a delegate to the U.N. Human Rights Commission in Geneva; and,

WHEREAS, Luxembourg, which is 97 percent Catholic, officially endorsed Hormel's nomination on October 3, four days prior to President Clinton's announcement of it; and

WHEREAS, Outspoken supporters for his nomination include both Democrats and Republicans: Senators Dianne Feinstein, Orrin Hatch, Gordan Smith, Joseph Biden and Robert Torricelli; and,

WHEREAS, Hormel's appointment was approved by the Senate Foreign Relations Committee in November; and,

WHEREAS, Hormel's appointment has been opposed on the basis of his activism on behalf of Gay Rights by two Republican Senators, Tim Hutchinson and James Inhofe; and,

WHEREAS, Hormel's appointment has been indefinitely delayed on this basis; and,

WHEREAS, Senate Majority Leader Trent Lott has the authority to bring the matter before the Senate for a vote which will halt the delay; and,

WHEREAS, Hormel's lifetime commitment to public service strongly indicates that he has the makings of a very successful ambassador; now, therefore, be it

RESOLVED, That the City and County of San Francisco endorses President Clinton's nomination of James Hormel to the position of ambassador to Luxembourg; and, now, therefore, be it

FURTHER RESOLVED, That the City and County of San Francisco urges Senate Majority Leader Trent Lott to bring his nomination to the Senate floor for a vote; and, now, therefore, be it

FURTHER RESOLVED, That a copy of this resolution be sent to Senate Majority Leader Trent Lott.

Warnings-To: <>
Sender: owner-ulcdir-l@clpgh.org
X-Sender: reginam@nick.sfpl.lib.ca.us
X-Mailer: Windows Eudora Light Version 1.5.4 (32)
Date: Thu, 12 Mar 1998 16:08:44 -0800
To: ulcdir-l@clpgh.org
From: "Regina U. Minudri" <reginam@sfpl.lib.ca.us>
Reply-To: ulcdir-l@clpgh.org
Subject: Should Philanthropists be held accountable for what libraries collect?
Who should judge content?

SFPL Commissioner and ULC Board Member Steve Coulter has asked me to post this message to ULC Directors

Should Philanthropists be held accountable for what libraries collect? Who should judge content?

The content of a public library rather than the content of a man's character is being used to deny a major philanthropist confirmation as a US Ambassador to Luxembourg. Jim Hormel, a major donor to the San Francisco Public Library who had the Gay and Lesbian Historical Archive name in his honor is being attacked by some conservative US Senators for materials found in the archive which is entirely managed by professional library staff. My sense is that most librarians are unaware of the controversy and have not been invited to comment. The San Francisco Public Library Commission would like to learn your opinions.

The head of the Traditional Values Coalition visited the library, collected materials she said were "sexually explicit" and "shocking," and shared them with select US Senators. Four Senators then used a process to block the Hormel nomination through which they could remain anonymous. The Senate Majority Leader, Trent Lott of Mississippi, refuses to call up the nomination even though it was approved by Committee and there are enough votes to confirm. The content of our library is central to the debate.

San Francisco Public Library established what became the Hormel Gay and Lesbian Center several years ago as an archive to collect a broad range of materials of interest to the Bay Area's large gay and lesbian population and useful to the community, writers and researchers. While the library has collected gay oriented materials for many years, this was an effort to expand the breadth of the collection, electronically gather materials under a single topic and create a physical space to showcase some materials and special exhibits. It was one of several topic specific archives established which relate to strong community interests. All are managed by professional librarians.

As a long time library commissioner and library fundraiser, I would very much like to hear from the profession about this incident. A search of the collections of the Library of Congress revealed that many of the items touted as extreme and shocking in the Hormel Center are also in the LOC. The Traditional Values Coalition said that is not relevant, but maybe the Library of Congress should be investigated for its collection decisions, too.

The conservative Senators say that Hormel should have played a role in keeping certain materials out of the Library, that he should seek to remove his name from the institution because of its content. In my view, this casts a chill on the ability of libraries to raise private money. It casts a chill on a library's First Amendment responsibilities, and on its obligation to collect materials relevant to local communities. Our local newspapers call it outrageous. So do I.

But I am not a librarian, only a library enthusiast. What do you think? Should a public library collect materials of interest to the communities it serves? What happens if some people find those materials objectionable? Is there a difference between collections aimed at the general public and historical archives intended for research and scholarship? Should philanthropists who donate to libraries be responsible for what libraries collect? Am I right to feel outraged over this attack on one of our leading philanthropists and the content of our library?

What do you think? What do you suggest we do? What would you do?

Steve Coulter
Library Commissioner
ULC Board Member

Regina Minudri, City Librarian
San Francisco Public Library
415-557-4234, fax 415-557-4239

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JUL 30 1998
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PUBLIC LIBRARY

llie L. Brown, Jr.
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arles A. Higueras, A.I.A.
sident

an A. Streets
e President

erry Agnos
nnie K. Chin
ven A. Coulter
nest H. Llorente
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nmissioners

gina Minudri
y Librarian

chael Housh
nmission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, July 16, 1998

The San Francisco Public Library Commission held its regular meeting on Thursday, July 16, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:46 PM by President Charles A. Higueras
Commissioner Chin joined the meeting at 5:55PM.
The following members were noted present: President Higueras and Commissioners Agnos, Coulter, and Llorente. Commissioners Steiman and Streets were noted excused attendance.

APPROVAL OF MINUTES of the regular meeting of July 7, 1998.

MOTION: approval of the Minutes of July 7, 1998 was moved by Commissioner Coulter, seconded by Commissioner Llorente.

Public Comment: An anonymous member of the public expressed concern that the agenda and minutes were not available on the Commission website, questioned the presentation of Commissioner Streets remarks concerning the proposed Hormel Resolution, noted a proof-reading error in report concerning the loss of the meeting quorum, expressed a lack of understanding of a description of his public comment, and opposed approval of the Minutes, Mr. Tortuga Bi Liberty inquired about the appropriate opportunity to comment on the Request For Proposals (RFP) for the Post Occupancy Evaluation (POE). Mr. Peter Warfield requested additional information regarding the special subcommittee of OMI Neighbors In Action working on the new Ocean View Branch, concerning the nature of the third party use of a computer lab in the new structure, and requested a specified listing of the online catalog improvements (check shelf replacing available in the online catalog, use of hard return to enter commands, and 1874 individuals trained in system use in 1996-97 and 1731 trained in 1997-98) discussed in the City Librarian's report.

President Higueras noted that a report on online catalog issues would be forthcoming.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Higueras, and Llorente)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri reported on items requested by Commissioners to be placed on a commission meeting agenda in the next several months. She proposed the following to response to various Commissioner's requests: Commissioner Steiman's request for changes in the book reserve process at the August 4th meeting; Commissioners

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Agnos and Streets' request for a three year reconciliation of the book budget at the October 6th meeting; Commissioner Llorente's request for an update on library audit recommendations at the 2nd October meeting; and Commissioner Steiman's request for Ms. Barbara Will to make a presentation on the Library of California at the October 6th meeting. The City Librarian requested a clarification of Commissioner Chin's request for library use statistics. Ms. Minudri proposed to report on the new Records Retention Policy at the November 6th meeting. The City Librarian also noted that she and the Commission Secretary would begin holding regular meetings to develop new library policies to present to the Commission for its approval. In response to a question from Commissioner Llorente, she said that initial attention would be given to gaps in existing policy. Commissioner Chin clarified her request asking for a report on the kinds of library services that the proposed Library of California could make available in contrast to library services the San Francisco Public Library currently provides. Ms. Minudri proposed providing that report at a September meeting.

Public comment: Mr. Ed Regan asked concerning what Library policies were to be addressed and if a compilation of existing policies could be made available to the public.

President Higueras directed that a compilation of existing Library polices be provided at the next meeting of the Commission.

MISSION BRANCH RENOVATION PROJECT REPORT

A report was presented by Mr. Roger Wong of the Department of Public Works on the progress during July of renovation of the Mission Branch Library, (copy attached). Mr. Wong informed the Commissioners that the work remains on schedule. The first floor construction is largely completed. Ductwork and electrical conduit work were reported 97% completed. Some new site problems have been identified on the main floor. Mr. Wong called the Commission's attention to anticipated problems involving the ceiling and wall joints, some of the attic catwalk supports, and in particular, problems with the installation of concealed structural steel columns adjoining decorative plaster work. He noted possible delays created by these problems could be anticipated. No new change orders were submitted in this report. In response to a question by Commissioner Llorente, Mr. Wong reported that some problem areas were not represented fully in building drawings. In addition, garbage dumping in storage containers had created some minor difficulties. Mr. Wong noted that the terra-cotta decorative work is now largely completed, potentially eliminating some of these complaints. In response to a question, he informed Commissioner Higueras of the project's 20% contingency budget and that the project was well within this limit.

LIBRARY FOUNDATION EVENTS MANAGEMENT REPORT

Ms. Cindy Morton, Library Foundation Director of Special Events, presented the events management report for the first two quarters of this year, (copy attached). Ms. Morton reported a 25% increase in income this year. She noted this increase as resulting from several highly profitable large scale events with low overhead costs. In response to a question from President Higueras, she described the anticipated rental and income cycle during the next year. The Foundation's Director of Special Events particularly noted increased demand for use of the Koret Auditorium. Ms. Morton noted that having two years experience holding events in the building provided a more realistic assessment of income opportunities. Commissioner Coulter inquired regarding efforts to identify policy or rule changes that could simplify holding events in the building, thereby providing opportunities to increase income from rentals. Ms. Morton reported that current rules were working reasonably well for both renters and Library staff. Commissioner Coulter also asked about making the Koret Auditorium available to rent in periods where there is no community request to use it. Commissioner Llorente asked concerning any problems resulting from holding closed to the public events in the Library during library hours. Ms. Morton reported no difficulties thus far. The City Librarian noted that the Library's meeting policy allows only public meeting during library hours and any changes would require revising the current policy. Ms. Morton, responding to a question from Commissioner Agnos outlined the cooperative relationship between events management and the Library's public meeting and community events office to facilitate community groups use of Library facilities. She also reported that film location work was very profitable for the Library with relatively very low costs. She also discussed her experience of the seasonal cycle in the annual demand for use of the building.

Public comment: Mr. Tortuga Bi Liberty suggested that private events be charged 100% higher fees than those for public meetings. An anonymous member of the public noted mention of the meeting room policy in context that when events are held in the Library those attending private events attract attention of members of the public as they gather and some uninvited may seek to observe whatever is occurring. It was noted that specific commitments were made when the Foundation Memorandum of Understanding (MOU) was approved that no changes in the meeting room policy would result. Mr. Peter Warfield indicated appreciation that the Foundation Events Management did not propose holding closed events during open library hours and expressed the view that private functions held during library hours would exclude members of the public from full use of the public library that citizens have paid a large amount to create. He also noted that the $100,000.00 annual Foundation fee could leave only $10,770.000 in net revenues from rentals to the Library, an amount possibly less than whatever original revenue goals had been projected for events management to produce. Several Commissioners noted rental income was a part of the significant funds the Library Foundation provides to the Library.

HORMEL RESOLUTION

President Higueras introduced discussion of a revision of the Resolution (copy attached) in support of the United States Senate's approval of the nomination of Library patron James C. Hormel to be American Ambassador to Luxembourg. Commissioner Llorente noted the importance of the issues addressed in the revised proposal, defending the Library Bill of rights and more clearly discussing Mr. Hormel's role as a benefactor of library programs rather than a decision maker of their content. Commissioner Agnos proposed amending the draft language to include an additional clause reading,

" WHEREAS, the same material found in the Hormel Gay and Lesbian Center can also be found in the nation's largest library, the Library of Congress, and no senator has called for the removal of this material, and".

Commissioner Coulter explained the importance of the Library Commission 's responding to critiques of the Hormel Center made by some Senators by emphasizing the important First Amendment role of public libraries. There was some discussion of various aspects of the text related to supporting Freedom of Expression.

MOTION: approval of the Resolution as amended was moved by Commissioner Agnos, seconded by Commissioner Coulter.

Public comment: Mr. Tortuga Bi Liberty expressed appreciation that the resolution emphasized the importance of Freedom of Expression and that philanthropists should not be "chilled" in expressing support for controversial issues. An anonymous member of the public applauded Commissioner Streets' call for the Commission to "take the high road" in adopting this resolution and recommended considering how aspects of such an approach apply specifically to the U.S. Senate and how they may apply in general. Reasons cited justifying such an approach included not imputing motives, not characterizing opposition, showing compassion and charity rather than aggressiveness illustrated by a reference to past library controversies. The anonymous member of the public emphasized the importance of the underlying issue, intellectual freedom, to librarians.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Higueras, and Llorente)

President Higueras directed that copies of the resolution will be sent to Senators Boxer and Feinstein to be included in the official record of the nomination process.

REQUEST FOR PROPOSALS (RFP) FOR THE POST OCCUPANCY EVALUATION (POE) OF THE MAIN LIBRARY REPORT

President Charles Higueras outlined the process that has occurred during recent months as the Library working with the City Attorney's Office and the Human Rights Commission refining and clarifing the draft text of the proposed Request For Proposals (RFP) for the Post Occupancy Evaluation (POE) of the Main Library (copy attached) to insure conformity with the city contract regulations and the requirements of law. He introduced Deputy City Attorney Adine Varah who discussed this lengthy process whereby these issues were considered. She outlined details of the current draft. Commissioner Llorente inquired concerning the nature of the issues being considered by the Human Rights Commission and the timeline for submission. The Commission Secretary reported that the principle issue remaining involved choice of a process to handle bids submitted which could facilitate greater participation by minority or women owned businesses. President Higueras requested that these issues be resolved so that the Commission could quickly approve a request for proposals and begin this process. Commissioner Coulter expressed concern at the relatively brief attention to potential uses for Brooks Hall as opposed to extensive discussion of other building issues in the proposed text. President Higueras discussed weighting the priorities to be addressed in the Post Occupancy Evaluation.

Public comment: Mr. Tortuga Bi Liberty requested that the Post Occupancy Evaluation address Main Library shelf space needs, means of access to books stored in Brooks Hall, and adjusting Main Library hours to better serve the public. Mr. Ed Regan objected to expending $250,000.00 to conduct this study and questioned the validity of the proposed public opinion survey process. An anonymous member of the public expressed concerns with what he perceived as significant reductions in specific mention of staff issues in this draft and requested that Dr. Cranz, the Request For Proposals (RFP) consultant, explain changes included in this draft. Mr. Peter Warfield expressed agreement with concerns about the brief attention to Brooks Hall in the current draft, inquired concerning lack of specific discussion of the planning history of the building as an element of the evaluation, issues involving shelving and space for books, open shelving, and public access to books, a lack of mention of specific professional qualifications, particularly librarians or library experience, for those chosen to conduct the evaluation. Also mentioned were a lack of specific guarantees that members of the public would have their views included in the evaluation process. He additionally proposed public meetings and published public comments from a variety of library users and non-users of the library.

FUHRMAN TRUST REPORT

The City Librarian provided a brief outline of the Library's efforts to obtain a complete and accurate report on the status of the Fuhrman Trust from the Controller, the City Treasurer, and the Department of Real Estate. Ms. Minudri reported $357,000.00 budgeted and $265,000.00 were expended in accordance with the terms of the trust in 1996-97. She noted $325,000.00 from the Fuhrman Trust is budgeted for 1998-99. The funds were described as deriving from oil lease income, pooled investment income, and grazing rights income divided between the Library and the Recreation and Park Department. The City Librarian outlined the various areas where current financial data was unavailable. She distributed a proposed financial work sheet (copy attached) proposed to provide a detailed breakdown of the fund. Library supervising finance officer George Nicols described how the proposed document would present the information concerning the Trust's accounts and various fund balances. He described his research efforts and expressed hope that detailed information could be provided at the second August Commission meeting. In response to his question. Commissioner Llorente was informed concerning the role of the joint trustees of the Fuhrman Trust, the Library and the Recreation and Park Commissioners, with funds managed by the City Treasurer, the Controller, and the Real Estate Department.

Public comment: Mr. Ed Regan noted that Fuhrman Funds are equally divided between the Library and the Department of Recreation and Park and expressed his concern that not enough books being bought on politics and economics according to the requirements of Mr. Fuhrman's bequest, that more copies of the United States Government Manual should be available at the Main and in the branch libraries. An anonymous member of the public acknowledged that discussion of the Fuhrman Trust likely to create a headache, expressed the view the City Librarian was inaccurate in saying that Fuhrman Trust expenditures had been reported since January, noted that the current comprehensive Controller's Report seem to obscure the status of the Fuhrman Fund in contrast to a 1985 Controller's Report, pointed out that the Controller's office is required to maintain detailed breakout sheets on the Fuhrman Fund, called attention to the description of this agenda item as a "current" status of the Fuhrman Fund leaving no report for the last fiscal year. Mr. Peter Warfield inquired why the financial work sheet provided to the public had no figures in any columns, asked concerning various Fuhrman fund figures mentioned in previous meetings, wished to know when a report might be available.

LIBRARY OF CALIFORNIA ACT (SB409) RESOLUTION

The City Librarian presented an overview of the proposed Library of California project and it current status in the suspense file at the state legislature. The City Librarian noted that Commissioner Steiman had requested that the Commission act to express its support for SB 409, legislation providing a framework to create a statewide network of public and private libraries. In response to Commission President Higueras' inquiry Ms. Minudri noted that this proposal would have minimal fiscal impact on our Library budget. She also noted that the bill, if adopted, appropriates $10 million to develop the network. Commissioner Chin asked if the proposed network would include university libraries as well. The City Librarian confirmed that it would include both public and private academic libraries. Commissioner Llorente asked concerning other public library's support or opposition to this proposal. Commissioner Chin expressed concern about future technology costs they system might generate.

MOTION: approval of the Resolution was moved by Commissioner Chin, seconded by Commissioner Coulter.

Public comment: Ms. Deana Doyle spoke in support of the resolution noting statewide bi-partisan support for SB 409, called attention to its ten year planning effort, and that Californians would gain access to more than 3 billion in library resources if the Library of California becomes a reality.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Higueras, and Llorente)

President Higueras directed that a copy of the resolution will be sent to Assemblywoman Migden urging her to take action to place this bill back on the legislative agenda

LIBRARIAN'S GUILD: No report.

NEW BUSINESS: none offered

Public comment: Mr. Ed Regan requested that the Commission consider expanding Library hours.

PUBLIC COMMENT:

An anonymous member of the public spoke about matters described as profound general principles citing one of the important films of 1967, Titicut Follies, a documentary filmed at the Massachusetts State Penitentiary for the Criminally Insane, exposing institutional abuse of the mentally ill. The anonymous member of the public discussed a central political insight enunciated by R.D. Lang that anyone may be rendered marginal as illustrated in a pivotal scene in the film featuring an inmate being transformed from normal to angry and irrational through subjection to verbal abuse by prison guards while being given a haircut, thereby justifying description of him as mad.

ADJOURNMENT

MOTION: Commissioner Llorente, seconded by Commissioner Coulter moved to adjourn the meeting.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Higueras, and Llorente)

The meeting was declared adjourned at 7:52PM

Michael Housh, Library Commission Secretary 7/21/98

Please note: These a draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

City and County of San Francisco

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MISSION BRANCH LIBRARY RENOVATION
MONTHLY REPORT July 1998

General

Contractor	Trico Construction
Start date:	11/24/97
Original contract time	365 days
Extension granted	8 calendar days
Original completion date	11/23/98
Revised completion date	12/2/98
Contract amount	$1,944,000
Approved Change Order	$62,419
Percentage of completion	57%

Construction progress/Issues

Interior partition, conduits and duct work on first floor continued. Opening at existing central stair was closed with new concrete slab. Existing roof slab at rear portion was demolished, and formwork for the new slab was erected.

Following unforeseen field conditions have been found affecting the steel column work:
Hidden wall angles inside the ceiling
Wall supports for catwalk in attic
Attachment method of the ornate ceiling over the columns .

Solutions: Re-configure column supports to avoid the ornate portions of the ceiling. Add bracings to re-connect the catwalk supports and the hidden wall angles. Sketches have been released to contractor for quotation.

Construction schedule

Work is proceeding on schedule up to the point before the steel work. The unforeseen conditions described above may have impacts on schedule. The contractor was instructed to submit a revised schedule to determine the effects.

Construction budget

As of 7/13/98, the total amount of approved change order is $62,419, which is the same as last month. Details of the change orders are as follows:

1. Change Order No. 1: $18,360 for caisson work,etc.
2. Change Order No. 2: $18,883 for replacing an existing slab and bookshelf bases, and re-working existing plumbing clean-outs,etc.
3. Change Order No. 3: $18,770 for handling contaminated soil, additional electrical conduits, and window at computer room, etc.
4. Change Order No. 4: $6,406 for sidewalk work, replacing a broken drain, autodialer for fire alarm system, and special colored terrazzo, etc

Among the $62,419, $45,025 is caused by unforeseen site conditions, $8,822 is related to additional work scope, $8,572 is due to omission. All change orders were approved by Richard Walsh of the Library. Change Order No 5 is being prepared. The amount of cost proposals under review is $8,056.

Other issues

There were complaints about garbage dumping which was not related to construction work. Contractor was instructed to increase cleaning effort. Additional costs are expected.

Library
Foundation

*Community Support for the
San Francisco Public Library*

July 16, 1998

To: **Charles Higueras**
President, San Francisco Public Library Commission

Regina Minudri
City Librarian, San Francisco Public Library

From: **Cindy Morton**
Director of Special Events, Library Foundation of San Francisco

Third & Fourth Quarter Report (January – June 1998)

Attached is the Events Management Report for the third and fourth quarters (January – June 1998) as required by the Memorandum of Understanding between the Library Foundation and the City and County of San Francisco acting by and through the San Francisco Public Library.

The Report includes:
(i): A complete list of all potential event space users who have requested information (attached),
(ii): Events that are actually Booked (as well as those that have already occurred),
(iii): Gross and net revenues,
(iv): Potential renters who could not hold events here because of scheduling conflicts,
(v, vi): Instances of non-compliance with the Library's Building Care and Use Policy or unforeseen needs.

(i) Complete list of potential event space users (1/1/98-6/30/98):
attached

(ii) Events to date (1/1/98-6/30/98):
Ty Allison photography location
Young & Rubicam reception
San Francisco Performances performance & reception
National Foundation for Jewish Culture program & reception
Art.Rage.Us opening reception
Friends of Faith reception
Genentech reception (1)
Genentech reception (2)
American Institute of Architects (AIA) program

Water Partners International reception
The Kenwood Group video location
Nolton Studios photography location
Doug Menuez photography location
Women's Educational Media video location

(ii) Booked Events (Reservations):
Charles & Helen Schwab Foundation award program & reception
The Indus Group holiday party
Mosaic Event Management holiday party

*Current reservations (deposits received or in process): $22,500
*Current inquiries (and pending events): $94,000 (through June '99)

(iii) Gross and Net Revenues
3rd Quarter
Gross Revenues (1/1/98-3/31/98): $17,200
SFPL Operational Expenses: [$4,722]
Net Revenues: $12,477

4th Quarter
Gross Revenues (4/1/98-6/30/98): $36,450
SFPL Operating Expenses: [$6,647]
Net Revenues: $29,802

Summary of Rental Revenues (FY98):
*Gross Rentals to date (July '97-June '98): $132,250
*SFPL Operating Expenses [$21,480]
Net Revenues: $110,770

(iv) Conflicts:
11 potential events were not booked due to scheduling conflicts.

(v) Compliance with the Library's Building Care and Use Policy:
There were no instances of non-compliance with the Building's Care and Use Policy.

(vi) Unforseen needs or requests presented by events space users:
There were no unforeseen needs or requests.

Event Rental Inquiry Log January – June 1998

Inquiry Date	Organization	Event, guests	Space & date	Status
1/5	SF General Hospital Fdtn.	Reception & performance	Gallery Foyer & Koret, January '98	Event cancelled
	SF State Univ.	General Information		Sent information
1/12	Corey Cafesi	Wedding, 175	Atrium, October '98	Sent information
	Friends of the Commission on the Status of Women	Reception	Atrium, March '98	Site tour, selected other venue
1/13	League of Filipino Students	Screening, 100	February '98	Referred to SFPL Community Events Coordinator
	CitiBank	Dinner, 55	General Information	Selected other venue
	Middle East Children's Alliance	General information	No date	
1/21	Parties, Parties, Parties	Holiday party, 250	Atrium, December '98	Sent information
	Commonweal	Program	Koret	Referred to SFPL Community Events Coordinator
1/23	International Forum on Globalization	Program	Koret, March '98	Referred to SFPL Community Events Coordinator
1/28	Penny Price	Wedding, 150	Atrium, Summer '98	Sent information
	Rita Barela Productions	All-day meeting, 200	May '98	
1/28	Rita Barela Productions	Reception	Atrium, May '99	Sent information
1/30	Peter Kwong	Commercial location	February '98	Gave information
2/3	Mejgan Zia	Video location	No date	Gave information
	Eric Pamphel	Screening	Koret	Gave information
	Cathedral School	Lecture	Koret, April '98	Space previously booked
	Casto Meetings & Incentives	Dinner, 200	Atrium, May '98	Sent information
2/9	Newbury Ventures	Dinner, 25	Skylight Gallery, June '98	Sent information
	Hastings College of Law	Program	Koret, September	Gave information
2/10	Water Partners International	Reception, 250	Latino/Hispanic Community Room, June '98	Booked

Inquiry Date	Organization	Event, guests	Space & date	Status
2/11	Community Boards	Training program, 40		Referred to SFPL Community Events Coordinator
	Breast Cancer Fund	Art.Rage.Us reception	Atrium	Gave information
2/12	Lubrasol	Reception, 700	Atrium, October '98	Sent information, date previously booked
2/13	Korean Center	Forum & exhibition, 70	Latino/Hispanic Community Meeting Room	Referred to SFPL Community Events Coordinator
2/16	Nancy Connor	Performance	Koret & Gallery Foyer	Site visit
2/17	University of California, San Diego	Program, small group	Koret, Summer '98	Referred to SFPL Community Events Coordinator
	Raoul Wallenberg Democratic Club	Program	Latino/Hispanic Community Meeting Room, March '98	Referred to SFPL Community Events Coordinator
2/19	Worldwise Schools	Program, 100	April '98	Referred to SFPL Community Events Coordinator
	Editcetera	Writing classes, 35	Latino/Hispanic Community Meeting Room	Referred to SFPL Community Events Coordinator
	NOW	Program, 75	Koret, March '98	Referred to SFPL Community Events Coordinator
	Charles & Helen Schwab Fdtn.	Program & reception, 250	Koret & Atrium, October '98	Event booked
2/23	Casto Meetings & Incentive	Reception, 200	Atrium	Site visit
2/24	Robert Brilliant	Screening	Koret	Gave information
2/25	Blood Simple Productions	Commercial location	No date	Gave information
2/26	Massimo Catering	Holiday party, 130	Atrium, December '98	Site visit, event booked
	Nash Bridges	Location	April '98	Shoot canceled
	Jeff Williams	Film location	Summer '98	Site visit
	NorCal Waste Systems	Holiday party, 220	Atrium, December '98	Sent information
	Sonia Quintero	Storyteller		Referred to SFPL Community Events Coordinator
3/2	Sylvia Tan	Wedding, 150	Winter '99	Gave information
	Ideas	Holiday party	December '98	Sent information
	Wilson West	Program, 100	Koret, October '98	Mid-week
3/5	Brava Group	Reception, 50	March '98	Sent information
	Friends of Faith	Art.Rage.Us reception	May '98	Site visit, event booked
3/6	California Hosts	Program	Koret, May '98	Mid-week event, sent informtion
3/10	Mosaic Event	Holiday party, 150	Atrium, December '98	Site visit, event booked

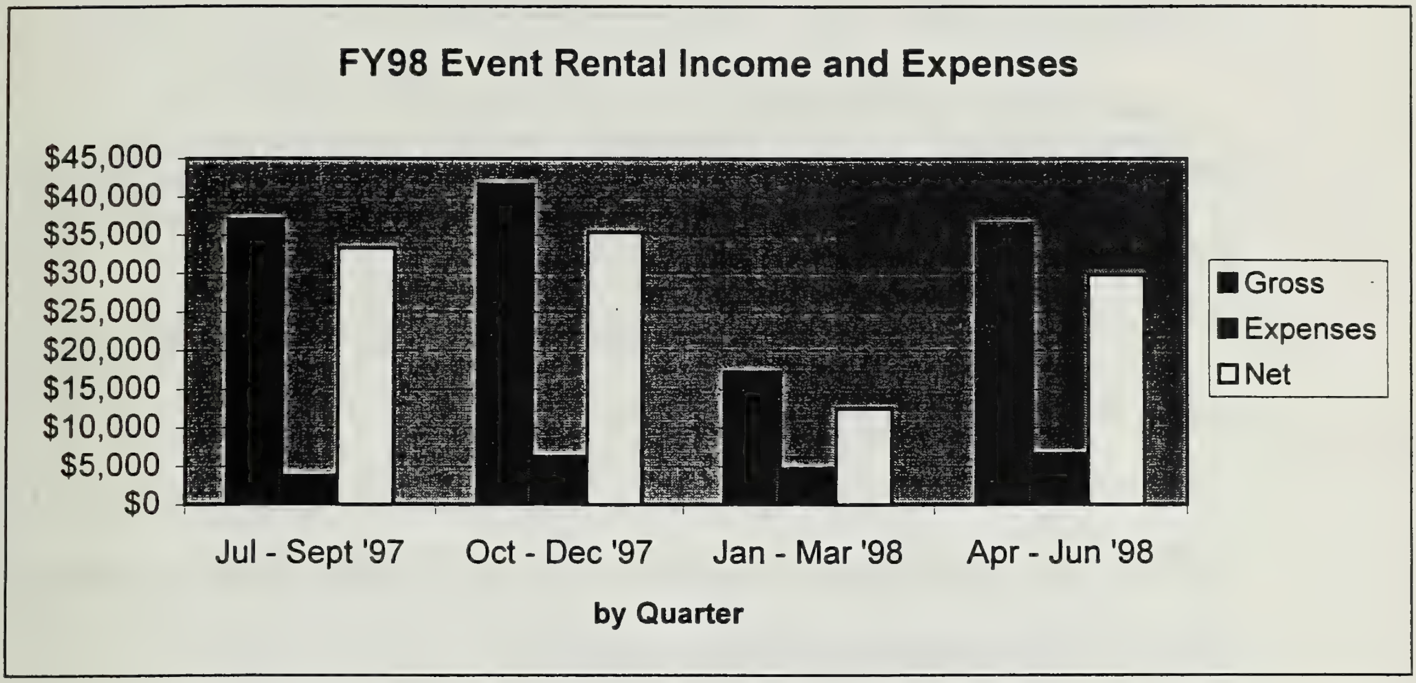
Inquiry Date	Organization	Event, guests	Space & date	Status
	Jane Hammond Events	General information	No date	Site visit
	MetroMail	Reception, 700	Atrium, October '98	Site visit
3/12	Performing Arts Library Museum/SF	Isadora Duncan Dance Awards	Koret & Gallery Foyer, April '98	Gave information
3/13	"Living Sober"	Reception & performance	Latino/Hispanic Community Meeting Room	Sent information
3/16	SONY Development	Training series, 40		Gave information
	Invision Communications	Reception, 7,000	Entire facility, November '98	Site visit
3/19	Now We're Cooking	Dinner, 100	Atrium/Skylight Gallery, May '98	Gave information
	Leonardo da Vinci Society	General information	No date	
3/19	Great American Music Hall	Performance	Koret, April '98	Mid-week
3/20	Slim's	Performance	Koret	Gave information
	The Indus Group	Holiday party	Atrium	Event booked
3/23	Union Bank	Dinner, 80	Skylight Gallery	Sent information
3/25	San Francisco Convention & Visitors Bureau	Art show	No date	Referred to SFPL Community Events Coordinator
3/26	KALW	Reception, 400	Atrium	Need free space
	Dept. of Public Works	Holiday party		Referred to SFPL Community Events Coordinator
3/27	PeopleSoft	Reception, 75		Gave information
3/30	Bragman & Cafarelli	Robt. Burns Whiskey Ball, 1000	Atrium, January '99	Space reserved
	Stanford Women's Club	Luncheon		Referred to SFPL Community Events Coordinator
	Mosaic Event Management	Holiday dinner, 350	Atrium, December '98	Gave information
	NetSensitive	All-day meeting, 13		Referred to SFPL Community Events Coordinator
3/31	Sustainable San Francisco	Program & reception, 100	Koret & Latino/Hispanic Community Meeting Room	Sent information
	Union Bank	General information		Sent information
4/7	ProCom International	Reception	Atrium, October '98	Sent information
	St. Francis Hotel	All-day meeting	October '98	
	SF Symphony Volunteers	Luncheon	June '98	Mid-day
	Java Ventures	Reception, 100	Atrium, April '98	Mid-week

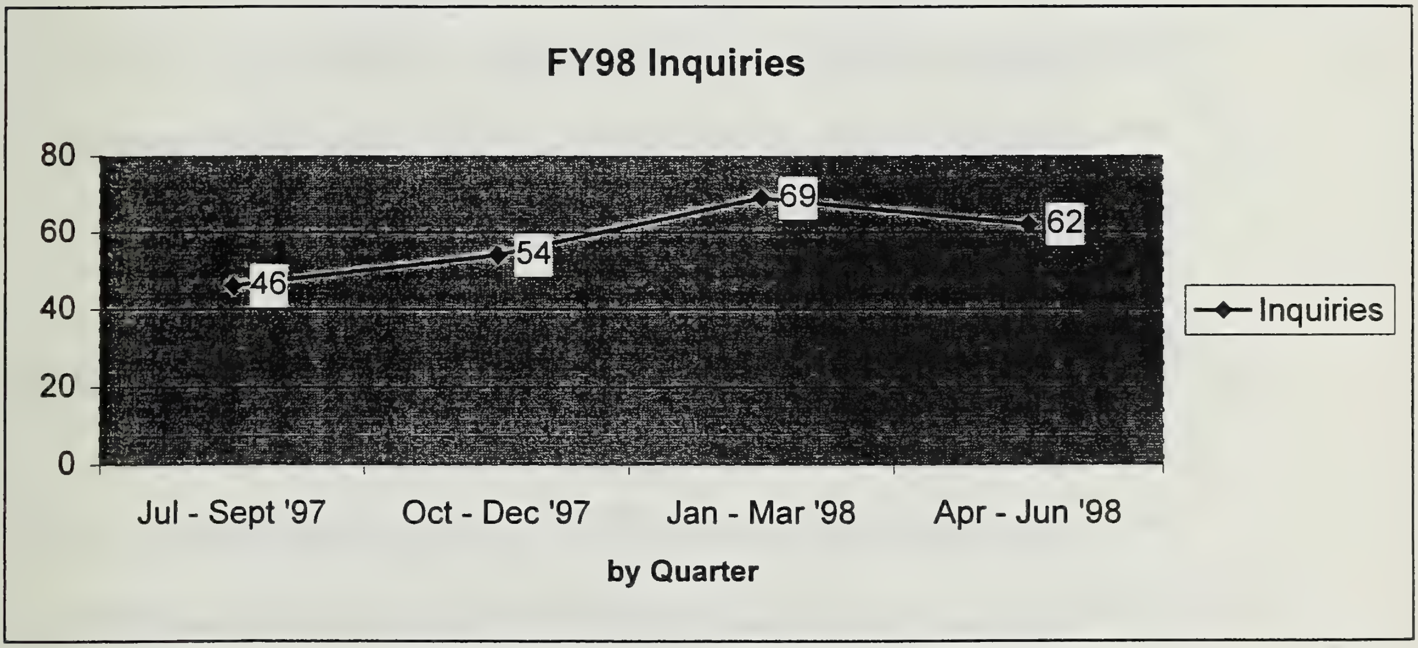
Inquiry Date	Organization	Event, guests	Space & date	Status
4/9	Disco International	Program	Koret	Mid-day
4/13	Gamma Mu	Dinner, 300	Atrium, November '98	Sent information
	SF Women's Lawyer's Alliance	Reception, 75	Latino/Hispanic Community Meeting Room	Gave information
	J.S. Hardy	Slide show, 200	Latino/Hispanic Community Meeting Room or Koret	Gave information
4/15	Government Technology Office	Daytime conference		
	US Patent and Trade Office	Reception, 350	Atrium or Skylight Gallery	Selected other venue
	Genentech	Art.Rage.Us receptions	May '98	Booked two events
4/17	The Agape Foundation	Screening	Koret	Sent information
4/23	Morrison & Foerster	Reception & dinner, 250	Atrium, June '98	Site visit, selected other venue
4/24	SF Unified School District	Full day meeting, 200	May '98	
4/27	Children Now	Reception & dinner, 300	Atrium, October '98	Gave information
	Location scout	Feature film	October '98	Gave information
	Jewish Film Festival	Reception	Atrium, July '98	Gave information
	Netscape	Reception	Atrium, May '98	Mid-week event, sent information
4/29	Destinations by Marriott	Reception, 1100	Atrium, January '99	Sent information
	Location			Gave information
	Protocol International	Reception	Atrium, July '98	Gave information
5/4	ISIS	Daytime meeting		Referred to SFPL Community Events Coordinator
	Junior League	Meeting	Latino/Hispanic Community Meeting Room, June '98	Gave information
	Earth Island Institute	Reception, 500	Atrium, September '98	Sent information, selected other venue
5/5	The Association of California Commission on Women	Reception	Atrium, August '98	Sent information, selected other venue
	Global Exchange	Reading	Latino/Hispanic Community Meeting Room	Referred to SFPL Community Events Coordinator
	Invision Communications	Holiday party, 1500	Atrium, December '98	Site visit
	Rogers & Associates	Breakfast, 200	Skylight Gallery, July '98	Gave information, daytime event

Inquiry Date	Organization	Event, guests	Space & date	Status
5/6	Barbara Frank	General information		Sent information
	Disney Home Videos	General information		Gave information
	Oracle	Program & reception	Koret & Atrium, November '98	Site visit, date tentatively reserved
5/7	Rita Barela Productions	Reception, 250	Atrium, September '98	Sent information
5/12	Smith & Hawken	Location photography		Gave information
5/16	Robert Cassady	Seminar series	Koret, September '98	Referred to SFPL Community Events Coordinator
	Fleishman & Hilliard	All day seminar, 200	June '98	Referred to SFPL Community Events Coordinator
5/19	SF Select	Reception, 800	Atrium, November '99	Site visit
	Bill Hester	Microsoft photo location	June '98	Booked
	Robert Bewster	Visa commercial	May '98	Selected other site
5/26	Atlas International	Holiday party	Atrium, November '98	Gave information
	The Kenwood Group	Video location	June '98	Booked
	Pacific Agenda	Dinner, 450	Atrium, September '99	Gave information
	American Institute of Banking	Meeting, 20		Referred to SFPL Community Events Coordinator
	Berridge Event Services	Party, 750	Atrium, September '98	Sent information
	Parties, Parties, Parties	Bar Mitzvah	October '98	Gave information
	Women's Educational Media	Film location	June '98	Booked
5/28	Community Educational Services	Reception	Latino/Hispanic Community Meeting Room	Referred to SFPL Community Events Coordinator
6/2	Ken Maley	Reception	August '98	Gave information
6/3	Lisa Mirza	Wedding	Atrium, October '98	Gave information, selected other venue
6/8	Charlie Bott	Program	Koret	Gave information
6/9	Brazilian Consulate	Reception	Latino/Hispanic Community Meeting Room, September '98	Gave information
	Bill Graham Special Events	General information		Sent information
6/18	UCSF Margulies Society	Reception, 200	Atrium, March '99	Sent information
	AT&T, Community Educational Services	Reception, 200	Latino/Hispanic Community meeting Room, October '98	Gave information
	Menuet Pictures	Commercial location	June '98	Booked

Inquiry Date	Organization	Event, guests	Space & date	Status
	Mosaic Event Management	Dinner, 200	Atrium, July '98	Mid-week event
6/19	Dept. of Health & Human Services	Meeting, 50		Referred to SFPL Community Events Coordinator
6/22	LeDuc Marketing	Program	Koret	Gave information
6/23	Parties, Parties, Parties	Holiday party, 400	Atrium, December '98	Sent information
6/26	Jennifer Pitts	Wedding, 150	Atrium or Skylight Gallery, June '99	Gave information
6/30	The Stratford Center	Holiday party, 150	Larkin Street bridge, December '98	Site visit
	LeDuc Marketing	Video location	August	Gave information
	Mission Housing Development	Reception, 300	Atrium or Skylight Gallery	Gave information

Event Space Management
July 1997 - June 1998





Commission Resolution #2073 - Approved July 16, 1998

[James Hormel]
EXPRESSING SUPPORT FOR PRESIDENT CLINTON'S NOMINATION AND POSSIBLE APPOINTMENT OF LIBRARY BENEFACTOR JAMES C. HORMEL TO BE THE UNITED STATES AMBASSADOR TO THE GRAND DUCHY OF LUXEMBOURG

WHEREAS, The United States Constitution protects freedom of speech and expression, and

WHEREAS, public libraries play a critical role in the gathering and dissemination of information to help the public better understand critical and oftentimes controversial issues, and

WHEREAS, the American Library Associations Library Bill of Rights states that "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval", and

WHEREAS, James C. Hormel has exemplified the finest spirit of the Bill of Rights and community support by providing the San Francisco Public Library with financial support for the expansion of collections and the enhancement of reading areas and in encouraging other Californians to do the same, and

WHEREAS, Mr. Hormel's generosity allowed for the creation of America's first public library archive on gay and lesbian issues and gave professional library staff the opportunity and resources to make decisions on the expansion of collections and the creation of events and programs to better serve this city and states diverse population, and.

WHEREAS, The San Francisco Public Library Commission honored Mr. Hormel for his generosity by naming this historical archive the James C. Hormel Gay & Lesbian Center, and

WHEREAS, Mr. Hormel's nomination has reportedly been held up from consideration by some senators who have, among other things, questioned the creation of the Gay & Lesbian Center and demanded, as a condition of support, that he seek to remove materials from the Center or disavow its contents, and

WHEREAS, the same material found in the Hormel Gay and Lesbian Center can also be found in the nation's largest library, the Library of Congress, and no senator has called for removal of this material, and

WHEREAS, the San Francisco Public Library Commission believes such efforts are antithetical to the American tradition of public library service, casts a chill on the ability of a public library to serve its local communities through collections and programs, promotes discord instead of tolerance and respect, and undermines efforts to find greater private support for public services, and

WHEREAS, The American Library Association has stated that "Holding Mr. Hormel responsible for works of the research center he had no hand in selecting sends a devastating message to every potential benefactor of our nation's collective repository of intellectual capital", and

WHEREAS, President Clinton nominated Mr. Hormel to be U.S. Ambassador to Luxembourg, recognizing his long history of philanthropy and service to many different communities and organizations, including the United Nations, and

WHEREAS, the content of one's character and accomplishments, not the content of a public library to which one donates funds, should be the sole focus of any investigation into one's qualifications to serve as a United States ambassador, and

WHEREAS, efforts to encourage interference with the public's right to know, to censor or intimidate library users or donors is against the best interests of public libraries, and

WHEREAS, the San Francisco Public Library Commission and this community respect and admire Mr. Hormel and applaud his character and his lifetime of selfless community service, Now therefore be it

RESOLVED, that the San Francisco Public Library Commission strongly urges members of the United States Senate to quickly bring forward for a vote and confirm the nomination of James C. Hormel, an exemplary American committed to the ideals of an informed citizenry.

SF Chronicle
February 27, 1998 pg. A3

Books Cited by Hormel Foes Found in D.C.

Gay material in Library of Congress

By Louis Freedberg
Chronicle Washington Bureau

Washington

The latest obstacle blocking James Hormel's bid to be ambassador to Luxembourg is a four-inch-thick folder containing sexually graphic material culled from a collection in the San Francisco Public Library named after him.

James Hormel

It includes texts on lesbian sadomasochism, a manual on vibrators and a publication of the North American Man/Boy Love Association (NAMBLA) — all from the James C. Hormel Gay and Lesbian Center, established with a half-million dollar gift from the San Francisco philanthropist.

However, much of the material being circulated on Capitol Hill by Hormel's opponents can also be found in Congress' own repository of information — the Library of Congress.

In both collections are books like "Susie Sexpert Lesbian Sex World," "Good Vibrations: the Complete Guide to Vibrators," "A Witchhunt Foiled: The FBI vs. NAMBLA" and "Near Fatal Attraction," a novel with explicit scenes depicting pedophilia and incest.

The material has become a focal point of a campaign to thwart Hormel's appointment, who if confirmed would be the nation's first openly gay envoy.

Hormel's supporters say the fact that the Library of Congress — the nation's largest library — contains the same material being used against him underscores the unfairness of the entire campaign.

"The accusations being made against Hormel as it relates to documents in the San Francisco library are the same accusations that can be made against any congressman who voted to authorize funding for the Library of Congress," said David Smith, a spokesman for the Human Rights Campaign, a leading gay advocacy organi-

LIBRARY: *Page A14 Col. 1*

THE PORTFOLIO AGAINST JAMES HORMEL

The following titles in the San Francisco Public Library are being circulated in Washington as evidence of James Hormel's unsuitability to be ambassador to Luxembourg. These titles are also in the Library of Congress.

■ "Jayson: A New Collection," by Jeff Krell (1997).

— *A collection of comic strips from the gay press.*

■ "Hot! International," edited by David Appell and Paul Balido (1996).

— *Explicit sexual terms in seven languages.*

■ "Lesbian Art: an Encounter with Power," by Elizabeth Ashburn (1996).

— *Profiles of lesbian artists, along with graphic photographs of their work.*

■ "Hard To Imagine: Gay Male Eroticism in Photographs and Film," by Thomas Waugh (1996).

— *Includes explicit photographs of gay sex.*

■ "An Encyclopedia of Homosexuality," edited by Wayne Dynes (1990).

— *Includes section on pedophilia.*

■ "Susie Sexpert Lesbian Sex World," by Susie Bright (1990).

— *A collection of sex columns by the self-described "Pauline Kael of porn."*

■ "A Witchhunt Foiled: The FBI vs. NAMBLA," by North American Man/Boy Love Association (1985).

— *A detailed chronology of law enforcement's attacks on an organization extolling pedophilia.*

■ "Good Vibrations: the Complete Guide to Vibrators," by Joani Blank (1982).

— *A how-to guide on the use of vibrators.*

■ "Near Fatal Attraction," by Hurst Richey (1977).

— *A novel containing explicit descriptions of incest and pedophilia.*

■ "Loving Women," by the Nomadic Sisters (1976).

— *A sex manual "by, for and about women," including explicit drawings.*

Library of Congress Owns Books Assailed by Hormel's Foes

From Page A3

zation in Washington.

No Seal of Approval

Regina Minudri, San Francisco's city librarian, said just because the materials are also in the Library of Congress does not "put a seal of approval" on those materials. Nonetheless, she said, "If it's in the Library of Congress where anyone in the country can come in and read it, why shouldn't it be in the San Francisco Public Library?"

But Andrea Sheldon, the executive director of the Traditional Values Coalition, an organization on the Christian right opposed to homosexuality, said the fact that the Library of Congress contains the same material is "besides the point."

She noted that affixed to each item in the San Francisco collection is a label, referred to by librarians as a bookplate, which reads: "The James C. Hormel Gay and Lesbian Center."

"The issue is Hormel," said Sheldon, who gathered the material from the San Francisco library. "The point is that Hormel's name is on these publications."

Hormel, 64, is a longtime Democratic Party contributor and one of San Francisco's best-known philanthropists. He is on the board of the San Francisco Symphony and the San Francisco Chamber of Commerce. He is also a prominent supporter — financially and vocally — of gay causes.

Although some conservative senators have lodged numerous complaints against Hor[illegible] the controversy over the libra[illegible] ould be especially damaging.

'No Input or Control'

Earlier this month, in a letter to the Senate, Hormel wrote that he had "no input or control" over the collection. But that has not placated Hormel's critics, who want him to renounce the material and their contents. Steve Schwalm of the Family Research Council, another conservative organization involved in the anti-Hormel campaign, said "so far, Hormel has not asked to have his name withdrawn from the material, nor has he condemned the material. He has washed his hands of it."

Minudri confirmed that Hormel has no control over the material in the San Francisco library. "They are not his to denounce," she said. "The library collects its material, Mr. Hormel doesn't."

The San Francisco Public Library's holdings pale next to those of the Library of Congress, a vast collection containing material many on the Christian right are likely to find offensive.

The Library of Congress lists at least 1,500 titles on homosexuality, 66 on sadomasochism, 37 on masturbation, 26 on gay and lesbian studies, and 18 on gay parenting.

Its catalog contains evocative titles such as "More Joy: An Advanced Guide to Solo Sex" (on masturbation), "There's Something I've Been Meaning to Tell You" (on gay parenting) and "Between the Body and the Flesh: Performing Sadomasochism." Other titles include: "Men Loving Themselves," "Classics in Lesbian Studies" and "The Material Queer." "Betty and Pansy's Severe Queer Review of Washington D.C." can be found in the travel section.

Library of Congress officials vehemently defend their holdings. "As the copyright office of the United States and the world's library of last resort, the Library of Congress collects universally — in all languages, on all subjects and in all formats," said public affairs officer Jill Brett. "The Library of Congress does not systematically exclude materials based on content."

She said the library subscribes to the American Library Association's Bill of Rights. One clause stipulates that "libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including gender, homosexuality, bisexuality, lesbianism, heterosexuality, gay lifestyles or any facet of sexual orientation."

Absurd Argument

Civil libertarians say it is absurd to hold financial backers of libraries responsible for their content.

"You think of college libraries named after generous donors or a beloved football coach — no one has every suggested that he endorse all the ideas in that library," said Dorothy Ehrlich, director of the American Civil Liberties Union chapter in San Francisco. "This has only been raised in the context of what is a campaign to prevent a very qualified nominee from being approved."

One possible consequence of the controversy is that it could attract greater scrutiny to the Library of Congress' holdings.

"Maybe we should find out why these recent acquisitions are in the library," said Sheldon of the Traditional Values Coalition.

At the very least, the Family Research Council's Schwalm said, the offending material both in San Francisco and Washington should be kept out of the hands of minors.

"Those books should be in a place where minors don't have access to them," he said.

In the meantime, Hormel's nomination languishes in the Senate, with the chances of his making it to Luxembourg as remote as ever.

FEBRUARY 22, 1998

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A Would-Be Ambassador Faces Morality Police

WASHINGTON INSIGHT

Louis Freedberg

AT FIRST glance James Hormel and Monica Lewinsky appear to have nothing in common, other than that they are both Californians.

The 24-year-old Lewinsky's only claim to fame is that she may have had an affair with the president of the United States. Hormel, 40 years her senior, has a long history of public service and support for charitable causes. He recently served as an alternate U.S. delegate to the United Nations, and sits on numerous boards, including the San Francisco Symphony and the San Francisco Chamber of Commerce.

He also happens to be gay – and makes no effort to hide it.

What Lewinsky and Hormel share is that every detail in their backgrounds is being dredged up and scrutinized in hostile Washington circles. Lewinsky has a special prosecutor on her back; Hormel, nominated to be ambassador to Luxembourg by President Clinton, has the Christian Right on his.

The Family Research Council, dedicated to promoting traditional families (read "homosexual-free" families) got hold of a videotape of the 1996 Gay Freedom Day parade in San Francisco. On the tape, Hormel reacts favorably as the Sisters of Perpetual Indulgence, an irreverent group of men who dress up as nuns, march by.

When Senator Tim Hutchinson, a former Baptist minister from Arkansas, saw the tape, he asked Hormel to repudiate the Sisters. According to Hutchinson's aides, Hormel refused.

Weighing in on a potentially even more damaging front is the Anaheim-based Traditional Values Coalition, headed by the Rev. Lou Sheldon who has long railed against homosexuality on biblical grounds.

His daughter Andrea runs the group's Washington office. Last December she flew out to San Francisco to spend two days digging up materials in the James C. Hormel Gay and Lesbian Center, a reading room and research center at the San Francisco Public Library established with a $500,000 gift from Hormel.

Included in the library's collection (although not on public display) are materials issued by NAMBLA (North American Man Boy Love Association), an offensive organization that skirts the boundaries of the law by appearing to promote pedophilia. The library's reasoning for including the material is that the group has been the subject of considerable controversy, and anyone wishing to research the group, should be able to come to the library to do so. If not there, where?

But Sheldon insists that this is Hormel's library, and that he should demand that the material be removed, or at least have his name removed from the collection. Library officials retort by saying that it's not Hormel's library and that a condition of receiving any gift is that the donor shall have no say over which is books it buys.

It might well be useful to have a debate over how the San Francisco library decides which books to include in its collections. A more immediate question is whether the country is ready for an ambassador who is gay.

For a while, it looked like even Senator Jesse Helms, one of the most virulent anti-gay voices in Congress, was willing to make that leap. Now forces even more conservative than Helms have come together to defeat the nomination – and for now it looks as if they will prevail.

Louis Freedberg is a correspondent in The Chronicle's Washington Bureau.

SF Chronicle
February 13, 1998 pg. A1

GOP Holds Up Nomination Of Gay Envoy

Conservatives fear he'd be an activist

By Louis Freedberg
Chronicle Staff Writer

The Senate Republican leadership has indefinitely postponed a vote on the nomination of James Hormel to be ambassador to Luxembourg in response to mounting opposition to the openly gay San Francisco philanthropist.

Supporters, including California Senator Dianne Feinstein, are continuing to press Majority Leader Trent Lott to bring the nomination to the Senate floor. But the chances that Hormel will assume the post are more remote than ever.

Senators have raised numerous objections to Hormel, including his financial support for a gay and lesbian collection at the San Francisco Public Library that they say includes material promoting pedophilia and incest.

Some lawmakers also are upset

HORMEL: *Page A8 Col. 1*

HORMEL: Nomination Bid Stalls in Senate

From Page 1

with his refusal to condemn the Sisters of Perpetual Indulgence, a group of gay men who appear at public events in San Francisco dressed in nun's habits.

Hormel has taken several steps to placate his critics. Last week he promised senators that if confirmed he would resign from boards of gay organizations and not let his name be used for fund-raising purposes for gay projects, as he has in the past.

And to deflect concerns about who would fill the role of "ambassadorial spouse," he told them that his partner, Timothy Wu, would not move with him to Luxembourg.

But these assurances have apparently not been enough to satisfy those who contend that Hormel will use his post to promote a gay rights agenda.

Hormel's chance to become the first openly gay ambassador in U.S. history now rests in Lott's hands, but the majority leader is refusing to set a date for a vote. "I don't foresee it (bringing it to the senate floor) in the near future," Lott said yesterday. "But I haven't declared it dead."

Lott made his statement after the Washington Times quoted unnamed sources as saying that Lott had "no intention" of bringing Hormel's name up for a vote.

When asked about the status of the Hormel nomination, Susan Irby, Lott's spokeswoman, said, "At this point it is not on the radar screen."

Hormel was approved by the Senate Foreign Relations Committee in November. But since then a number of conservative organizations have intensively researched Hormel's background and his support for various gay organizations and projects.

Initially, just two senators — Tim Hutchinson, R-Ark., and James Inhofe, R-Okla. — came out against Hormel. But Irby said there are now "multiple objections" to his nomination, although she declined to name any other senators.

'Hope It Goes Away'

"It is clear that the strategy is to delay it and hope it goes away," said a pro-Hormel Senate aide who requested anonymity. "My assessment is that it will take a lot of work to get him confirmed, but when it comes time to get him confirmed, he will be confirmed overwhelmingly. That doesn't mean it will be easy, but it's doable."

The opposition to Hormel is based in part on his $500,000 donation to establish a gay and lesbian collection at the San Francisco Public Library. The facility, which was later named the James C. Hormel Gay and Lesbian Center, opened in April 1996. It is thought to be the only collection of its kind in the world.

In recent weeks, Andrea Sheldon, executive director of the Anaheim-based Traditional Values Coalition, which has long opposed homosexuality on religious grounds, has circulated a thick binder of materials from the center on Capitol Hill. Sheldon, who spent two days in the San Francisco library gathering the material, said the works — including publications from NAMBLA (North American Man/Boy Love Association) — promote "bizarre, immoral and illegal acts."

Hormel dissociated himself from the material in a letter he sent last week to Senator Gordon Smith, R-Ore. "I have never had any input or control over what materials are to be included in — or excluded from — the library," he said.

But Sheldon said that, at the very least, Hormel should denounce the material in the library and demand that his name be removed from it.

Chuck Forester, executive director of the San Francisco Library Association, said Hormel did not want the collection named after him and agreed to it only after supporters said they wanted to honor his many contributions to the city.

In any case, Forester said the library has a policy of rejecting gifts that stipulate what books should or should not be bought.

"My guess is that if you went into any major library in the country, including the Library of Con-

BY RUSSELL YIP/THE CHRONICLE/MARCH 1996

James Hormel donated $500,000 to build a gay reading room at the San Francisco Public Library

gress, you would find these materials," he said.

Jim Van Buskirk, the librarian in charge of the Hormel center, defended the inclusion of NAMBLA material. "We thought it was important to have information on what they are up to so anyone wishing to do research on the subject could do so," he said.

Sisters of Perpetual Indulgence

Republicans have expressed their opposition on several other grounds. When Hormel met with Hutchinson in December, the Arkansas senator asked him to repudiate the Sisters of Perpetual Indulgence. Hutchinson had seen the group in a videotape of a San Francisco Gay Freedom Day Parade supplied to him by the Family Research Council, another conservative organization opposed to Hormel.

"The senator was disturbed he (Hormel) would not repudiate those who mocked the church," said Sue Hensley, a spokeswoman for Hutchinson. "In fact, he said he found them humorous."

The meeting did not have the outcome Hormel had hoped for. "It was a cordial visit, but Mr. Hutchinson is still opposed to the nomination," she said.

Senator Bob Smith, R-N.H., was incensed by Hormel's $12,000 contribution to a film called "It's Elementary." The film is intended to help teachers make their students more sensitive to gays.

The film contains excerpts from a speech Smith delivered on the Senate floor denouncing gay education programs. "We can and must protect the taxpayers by keeping this kind of trash out of our schools, and that's exactly what it is, it's trash," Smith says in the film.

"We're proud to have Mr. Hormel's support for this film," said Debra Chasnoff, the film's producer. "It is designed to make sure every child who goes to school feels safe and good about themselves and who their parents are."

Observing long-standing protocol, Hormel has declined to comment publicly about the controversy surrounding his nomination.

The New York Times
March 8, 1998 pg. 12

Senators Keep Gay Nominee for Luxembourg Post in Limbo

By PHILIP SHENON

SAN FRANCISCO — When the State Department announced last year that James C. Hormel, who is openly gay, had been nominated to be an ambassador, there was jubilation here, and not just among the city's homosexuals.

George P. Shultz, who returned to San Francisco after serving as President Ronald Reagan's Secretary of State, said Mr. Hormel would be a "wonderful representative of our country" to Luxembourg, the European duchy where he was being posted. Don Fisher, founder of the Gap, the retailing giant, described Mr. Hormel as a "paragon of ethics."

"It would be a loss to our country to not have someone of his stellar character representing us abroad," Mr. Fisher said.

But the nomination of the 65-year-old philanthropist and heir to the Hormel meat-processing fortune appears hopelessly stalled on Capitol Hill. A group of conservative Senate Republicans has placed a hold on his nomination, and Senator Trent Lott, the Senate majority leader, has said he has no plans to bring the nomination to a vote.

"Mr. Hormel seems to be an amiable, congenial individual, and I'm sure he's done a lot of good things," said Senator Tim Hutchinson, an Arkansas Republican who put a hold on the nomination after learning of Mr. Hormel's involvement in several gay rights groups. "But he's very much got an agenda."

Mr. Hormel's philanthropy reaches beyond the issue of gay rights. He supports charities for breast-cancer victims and the homeless. He is a director of the San Francisco Symphony and the Chamber of Commerce. He is a key benefactor of Swarthmore College, his alma mater, and the University of Chicago Law School, where he financed a program to encourage students to enter public-interest law.

San Franciscans who know Mr. Hormel as a civic leader are indignant at the Senate's treatment of a favorite son of this famously tolerant city. "I think it's a travesty that a handful of Senators are blocking this body from voting for a qualified nominee," said Senator Dianne Feinstein, the California Democrat and a former Mayor of San Francisco.

The Administration has vowed to press ahead with the nomination. In a speech here recently, President Clinton praised Mr. Hormel and urged Senators to put aside any prejudice. "I have just one question," the President said. "Will he or will he not be a good ambassador?"

Traditional Values, a religious group based in Anaheim, Calif., is organizing the campaign against Mr. Hormel. Its executive director, Andrea Sheldon, said that Mr. Hormel was the Administration's "homosexual poster boy" and that he was being given the post in Luxembourg so the Administration "could fill its quota of homosexuals."

Ms. Sheldon has given several Senators a three-inch-thick binder filled with photocopies of sexually graphic material from the James C. Hormel Gay and Lesbian Center, which was set up at the San Francisco Public Library in 1996 with a $500,000 donation from Mr. Hormel. Most of the collection is duplicated in the Library of Congress. In a letter, Mr. Hormel said he did not play a role in the selection of books or magazines for the center, and the San Francisco library confirms this.

Mr. Hormel answered some of his critics in a letter to Senator Gordon H. Smith, an Oregon Republican and member of the Senate Foreign Relations Committee. "I will not use, nor do I think it is appropriate to use, the office of the ambassador to advocate any personal views I may hold on any issue," Mr. Hormel said.

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

Informational DRAFT

Subject to Human Rights Commission and City Attorney revision before final approval

IE L. Brown, Jr.
r

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A. Streets
President

RY Agnos
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EST H. Llorente
OL Steiman
missioners

INA Minudri
Librarian

HAEL Housh
mission Secretary

Request for Proposals for the Post-Occupancy Evaluation of the Main Library

The City and County of San Francisco, through the Public Library Commission issues this Request for Proposals for a post-occupancy evaluation of the Main San Francisco Public Library. The purpose of this evaluation is to assess the functioning of the library along its multiple dimensions, including its social and physical performance and as a workplace. This evaluation will provide the commissioners with information on which to base their planning and budgeting for fine-tuning the building in the short term and for managing its operations in the long term.

The services to be provided by the selected consultant shall include, but are not limited to, description and evaluation of public use and reaction to the building; including specialized user groups' satisfaction with facilities, facilities, accommodations and programs, staff satisfaction with all aspects of the work environments, building performance in regard to heat, ventilation, and air conditioning (HVAC) conveyance systems, maintenance, storage, and operable and fixed equipment as well as the possible uses of Brooks Hall for Library purposes.

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

DATE: ***AUGUST 14, 1998***
Pre-proposal Conference 8/30/98 10AM
Deadline For Submission: 11/2/98 5PM

City and County of San Francisco

PUBLIC LIBRARY

Request for Proposals for Post Occupancy Evaluation of the San Francisco Main Library

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I. Introduction 4.

II. Scope of Work 5.

III. Submission Requirements 10.

IV. Evaluation and Selection Criteria 12.

V. Schedule 14.

VI. Terms and Conditions for Receipt of Proposals 15.

VII. City Contract Requirements 18.

Appendices:

A. Human Rights Commission Forms 1, 2A, 2B, 3, 4, 5, 5A, 5B

B. Chapters 12B, 12C and 12D of the San Francisco Administrative Code, and related forms:

- Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits (form HRC-12B-101)
- Reasonable Measures Affidavit (form HRC-12B-102)
- Substantial Compliance Authorization Form (form HRC-12B-103)

C. Agreement for Professional Services (form P-500)

D. Business Tax Registration Declaration (form P-25)

REQUEST FOR PROPOSALS FOR A POST OCCUPANCY EVALUATION OF SAN FRANCISCO'S MAIN PUBLIC LIBRARY

I. INTRODUCTION

The Library has initiated a request for proposals (RFP) for a post-occupancy evaluation of the Main San Francisco Public Library in response to a city audit recommending such an evaluation. This evaluation shall be multifaceted, requiring assessment of the building's performance along several social and physical dimensions, and requiring recommendations for managing and prioritizing proposed changes.

This RFP is an invitation to consultants to submit their proposals and qualifications to conduct such a study. The library shall select the best proposal consistent with the criteria set forth in Section IV of this request for proposals (RFP) and shall negotiate a contract with the selected proposer. The final report shall be submitted to the Library within four months of the effective date of the contract. An interim progress report shall be submitted to the Library two months from the effective date of the contract.

The goals and objectives of the report shall be to:

1. provide an objective, empirical assessment of how the New Main Library is performing;

2. identify problems with the library facility and propose solutions to those problems;

3. prioritize recommended changes and improvements so that the library may deliver the highest level of service to the largest number of patrons, or those most critically affected by a particular issue;

4. provide information about the cost of any proposed changes, as well as a cost benefit analysis to assist the library in prioritizing improvements;

5. provide the library with objective information about the strengths and weaknesses of the library facilities so that the library building can better meet the needs of the public and library staff;

6. contribute to the published literature on library design guidelines in order to help San Francisco as well as other cities when they plan new libraries.

II. SCOPE OF WORK

The successful proposer, (the contractor), shall produce a final written report which evaluates the effectiveness of the Main Library and addresses the issues set forth below.

A. ISSUES TO BE ADDRESSED

1. Use of Library Facilities

The contractor shall evaluate all aspects that affect the public, both inside and outside the building including but not limited to the following:

(a) The sufficiency and availability of facilities, kinds of services, ease of use, length of lines, shelving time and to what extent current facilities and services meet the expectations of library users and staff.

(b) The adequacy of the way-finding and directional sign systems throughout the building, including but not limited to directions to elevators and telephones, location of directories and kiosks, location and presentation of individual floor plans, sign holders, outdoor ventrines, and Braille signs.

(c) The use, availability, and ergonomic functioning of computer equipment.

(d) The adequacy of all employee workspaces (seating, desks, tables, countertops, storage and shelving, book carts) in each of the 17 staff divisions, including but not limited to space, lighting, uv protection, ventilation, noise, privacy, ergonomic function, computer function, and electrical outlets.

(e) The adequacy of frequently used equipment and facilities such as Internet access computers, video view areas, and bathrooms.

2. Design

The contractor shall evaluate all aspects of building design that affect both users and the staff, including but not limited to the following:

(a) whether or not the Koret auditorium can accommodate more or different activities (plays, musical performances) than the lectures for which it was designed;

(b) the safety of the stairs, especially at entrance gates;

(c) the maintenance needed to protect artwork;

(d) the availability of public lockers;

(e) the security and maintenance of public toilets;

(f) the adequacy of the public address system;

(g) the durability of public exterior pavers and grates;

(h) the adequacy of the sorting room, book return system, especially the conveyor belt and book chute, and including box drop location and design, noise levels, sufficiency of light, adequacy of space, and proper location of the sorting room;

(i) the adequacy and durability of wall, floor, and ceiling coverings and finishes throughout the building, including but not limited to compact storage areas;

(j) the adequacy of audiovisual/media production, including the assistive listening sound system, regular sound system, Audio Visual infrastructure of the Koret, the Latino/Hispanic Room and creativity center, municipal cablecasting potential, tape storage, and evaluation of the noise levels;

(k) the adequacy of kitchens, including stoves;

(l) the adequacy of staff restrooms including number, security, ventilation, and shower safety;

(m) the adequacy of the acoustic environment throughout, noise levels in different parts of the building , particularly addressing mitigating or masking noise from the atrium;

(n) the adequacy of the thermal environment and temperature control;

(o) the risks posed by electromagnetic fields (EMF) at each source (computer terminals and exit book detector) and cumulatively throughout the building;

(p) the adequacy of the furniture, its ergonomic performance, including counter height, durability, maintenance costs and problems in public areas and staff (back of house) areas;

(q) the adequacy of door functions including absence of door stops, appropriateness of magnetic door stops, how damaged wall plaster can be repaired, assess how to handle door repair/replacement wherever chipped or damaged, need for windows;

(r) the adequacy of the loading dock and the compactor's functionality;

(s) the adequacy of safety and security features such as handrails, security gates at entrances, paging desks, as well as security levels of building areas such as entrance areas, and Brooks Hall's driveway;

(t) the adequacy of fire safety equipment throughout the building; and

(u) the adequacy of window treatments and address the need for UV filters in the Skylight Galley.

3. Maintenance & Operations

The contractor shall evaluate the adequacy of building operations, including but not limited to the following:

(a) How and where the building fulfills or falls short of fulfilling the design criteria proposed by Library when seeking an architect for the New Main Library regarding amount of space for shelving existing and new collections, storage and supply rooms, furniture, activities, flexibility, work flow, supervising sight lines, etc.;

(b) the level of maintenance needed to maintain the equipment, the furniture, and the building, and establish the life cycle of each so that it can be built into the library budget;

(c) the maintenance and cleaning requirements for cleaning inside and outside windows and skylights;

(d) identify water infiltration problems;

(e) the effectiveness of automatic shades; and

(f) the adequacy of wiring in all public and staff areas and equipment tables.

4. Potential uses for Brooks Hall

The contractor shall identify what design, construction, and other work would be necessary for Brooks Hall to be used to augment and supplement library functions in the Main Library and possible staff and public use of Brooks Hall.

5. Building energy efficiency

The contractor shall evaluate energy efficiency in the facility, including operating performance of the building envelope, lighting, heating, ventilation, and air conditioning (HVAC) systems and building automation systems.

B. METHODOLOGY

The contractor shall address the issues listed in Part II A above by using methods set forth below.

1. Public opinion surveys

The contractor shall survey a representative sample of 300 individuals drawn from the general population of San Francisco in order to identify issues, problems, and interest in services at the Main Library in the community. This sample is to include only those who have visited the Main Library at least once.

2. Focus group interviews

The contractor shall conduct staff focus group interviews with representatives from the 47 divisions housed in the New Main Library listed below for the purpose of identifying staff views concerning the issues, successes, and problems in providing services at the Main Library

book arts/special collections
operations and facilities
community relations
personnel office
communications center/City watch
volunteer services
borrower services
OCYS
library commission
engineering
library for the blind/print disabled
catalog department
art/music
learning differences
government information
teen center
information services
finance
supply room
magazines & newspapers
chief of branches
periodical processing
general collection
custodial
children's center
audio visual center
preservation
deaf/hearing impaired
extension services
history center
gay & lesbian center
technical services
interlibrary loan
friends for life
project read
acquisitions
automation
business/technology
main library administration
international languages
security
materials selection
community databases
environmental center
branch room
friends of the library
library foundation

Additionally, the contractor shall conduct focus group interviews with, the café owners, cafe employees, users of the cafe, the affinity groups, and other Library visitors

3. Observation and Measurement

The contractor shall observe daily library operations and review relevant records and documents in conducting its evaluation. The Library will make records available as needed.

4. Building energy assessment

The contractor shall conduct a building energy assessment. As part of this assessment the contractor shall:

(a) inspect glazing, thermal insulation and other architectural features which effect building energy use;

(b) inspect lighting fixtures and test lighting controls;

(c) inspect and test heating, ventilation, and air conditioning (HVAC) systems;

(d) inspect and test building automation systems (BAS). This may involve downloading energy performance data including trend logs and monitoring primarily energy equipment (chillers, boilers) to verify energy operating performance;

(e) review facility energy utility billing history;

(f) review design engineering data to evaluate the capacity of building systems and equipment with respect to actual (historical) occupancy patterns;

(g) review design and operation of building systems and equipment with respect to building codes and regulations; i.e., Title 24 Nonresidential Energy Standards, ASHRAE 90.1, ASHRAE 62-91, UMC, UEC; and

(f) depending upon the findings above, the contractor shall develop a computer model of the building's energy performance to compare against Title 24, ASHRAE 90.1, etc;

C. FINAL REPORT

The contractor's final written report to the Library shall include the following information.

1. The contractor's final written report to the Library shall include a summary description of the strengths and weaknesses of the Main Library regarding:
    (a) use of library facilities;
    (b) building design issues;
    (c) maintenance and operations;
    (d) potential uses for Brooks Hall; and
    (e) building energy efficiency.

2. The contractor's final written report to the Library shall include a prioritized list of proposed changes in relation to cost, type of change, whether physical or functional. This list should identify and group changes in terms of "highest priority", "mid-level priority", and "low priority".

3. The contractor's final written report to the Library shall include a prioritized list of recommendations, including relative costs of such recommendations, for reducing energy required for existing building systems, improvements possible with new control or operating strategies, and potential future upgrades to existing equipment.

III. SUBMISSION REQUIREMENTS

A. Time and Place for Submission of Proposals

Proposals must be received by 5:00 p.m., on November 2, 1998. Proposals may be delivered in person and left with Office of the City Librarian, Main Library 6th Floor San Francisco, CA 94102 or mailed to:

San Francisco Public Library
Office of the City Librarian
Main Library, 6th Floor
100 Larkin Street
San Francisco, CA 94102

Proposers shall submit Ten (10) copies in a sealed envelope clearly marked Post Occupancy Evaluation-San Francisco Main Public Library. Proposals which are submitted by fax will not be accepted.

B. Format and Content of Proposals

Firms interested in responding to this Request for proposals (RFP) must submit the following information, in the order specified below:

1. Introduction and Executive Summary

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2. Project Approach

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

(a) Overall scope of work tasks;

(b) a schedule and ability to complete the project within the City's required time frame; and

(c) assignment of work within your firm's work team.

3. Firm Qualifications

Provide information on your firm's background and qualifications which addresses the following:

(a) name, address, and telephone number of a contact person; and

(b) a brief description of your firm, as well as how any joint venture or association would be structured listing all subcontractors with the work they shall perform; and

(c) a description of projects similar in size and scope involving public opinion surveys, focus group interviews, primary and document research, physical and functional evaluation of a similar scale public building, and evaluation of construction and non-construction problem mitigation costs prepared by your firm or proposer team firms including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed provide the above information for each.

4. Team Qualifications

(a) Provide a list identifying: (i) each key person on the project team, (ii) the project manager, (iii) the role each will play in the project, and (iv) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.

(b) Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

5. Writing Sample

Provide a writing sample regarding a similar project or other professional study, or a similar scale report to a client.

6. References

Provide references for the lead consulting firm, lead project manager, and all subconsultants, including the name, address and telephone number of three or more recent clients (preferably other public agencies).

7. Fee Proposal

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal that includes the following:

(a) Total fee for each of the disciplines identified in the Scope of Work with a not to exceed figure; and

(b) Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

All fee proposals shall be submitted in a separate sealed envelope to be opened and considered following the selection of qualified finalists.

IV. EVALUATION AND SELECTION CRITERIA

A. Minimum Qualifications

The consultants or any subconsultants are expected to have qualifications and expertise to perform the tasks and develop products as specified below. The firm or team selected shall be headed by a licensed architect with experience in post-occupancy evaluation or similar professional evaluation of a comparable public building or institution to coordinate a team of subconsultants on the project.

Each firm or team submitting a proposal must demonstrate evidence of the following minimum qualifications:

1. conducted a minimum of two (2) public opinion surveys having a minimum of 300 respondents;
2. conducted at least two (2) focus group interviews with a minimum of 200 staff and users;
3. conducted at least three (3) Research and evaluation projects requiring multi-disciplinary expertise and experience addressing physical and functional issues;
4. performed at least three (3) building energy assessments for a similar scale public building; and
5. performed at least three (3) cost estimates of construction and non-construction costs for a similar scale public building.

B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of City staff and non-City parties with expertise in library building design, construction, and systems operation. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. All writing samples or submitted written reports will be evaluated for clarity and preciseness. Up to **three** (3) of the firms with the highest scoring proposals will be interviewed by the committee to make the final selection.

1. **Project Approach (25 points)**

   (a) Understanding of the project and the tasks to be performed, etc.

   (b) Reasonableness of work schedule and fee proposal.

2. **Assigned Project Staff (25 points)**

   (a) Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person; and

   (b) Professional qualifications and education; and

   (c) Workload, staff availability and accessibility.

3. **Experience of Firm and Subconsultants (25 points)**

   (a) Expertise of the firm and subconsultants in the fields necessary to complete the tasks; and

   (b) Quality of recently completed projects, including adherence to schedules, deadlines and budgets; and

   (c) Experience with similar projects; and

   (d) Results of reference checks.

4. **Oral Interview (25 points)**

Following the evaluation of the written proposals, the **three (3)** proposers receiving the highest scores will be invited to an oral interview. The interview will consist of standard questions asked of each of the three (3) proposers, and specific questions regarding each individual proposal. The written proposals may then be re-scored based on information presented at the interview. Principles will be required to participate in any oral presentation.

The oral presentations will be evaluated according to:

(a) clarity and organization of responses;

(b) demonstration of clear understanding of the issues to be addressed by the study;

(c) understanding of the required methodology; and

(d) the strength of the presentation as a team.

V. SCHEDULE

A. Pre-Proposal Conference

Proposers are encouraged to attend a pre-proposal conference on **August 30, 1998** at 10 AM to be held at the City Librarian's Conference Room, Main Library, 6th Floor 100 Larkin Street San Francisco, CA 94102. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact **Michael Housh, Library Commission Secretary** at (415) 557-4233.

The City will keep a record of all parties who request and receive copies of the RFP. Any requests for information concerning the RFP whether submitted before or after the pre-proposal conference, must be in writing, and any substantive replies will be issued as written addenda to all parties who have requested and received a copy of the RFP from the Public Library.

Questions raised at the pre-proposal conference may be answered orally. If any substantive new information is provided in response to questions raised at the pre-proposal conference, it will also be memorialized in a written addendum to this RFP and will be distributed to all parties that received a copy of the RFP. No questions or requests for interpretation will be accepted after September **14, 1998.**

B. Schedule

The anticipated schedule for selecting a consultant is shown below:

Proposal Phase	Date
RFP is advertised and issued by the City	August 14, 1998
Pre-proposal conference	August 30, 1998
Deadline for submission of written questions or requests for clarification	September 15, 1998
Proposals due	November 2, 1998
Oral interview with the three firms selected for further consideration	December 1, 1998
Selection of a proposer	January 5, 1999

C. Contract Award

The Public Library Commission will select a proposer with whom Public Library staff shall commence contract negotiations. If a satisfactory contract cannot be negotiated in a reasonable time the Public Library Commission in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

VI. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five (5) working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP other than inquiries at the pre-proposal conference, and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed to:

San Francisco Public Library Commission
Main Library, 6th Floor
100 Larkin Street
San Francisco, CA 94102

C. Addenda to RFP

The Department may modify the RFP, prior to the proposal due date, by issuing written addenda. Addenda will be sent via regular, first class U.S. mail to the last known business address of each firm listed with the Department as having received a copy of the RFP for proposal purposes. The Department will make reasonable efforts to notify proposers in a timely manner of modifications to the RFP. Notwithstanding this provision, the proposer shall be responsible for ensuring that its proposal reflects any and all addenda issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer call the Department before submitting its proposal to determine if the proposer has received all addenda.

D. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

E. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

F. Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

G. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

H. Proposer's Obligations Under the Campaign Reform Ordinance

Proposers must comply with Section 16.510-2 of the S.F. Administrative Code, which states:

> No person who contracts with the City and County of San Francisco, for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and either the completion of, or the termination of, negotiations for such contract.

> If a Proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the Proposer is prohibited from making contributions to:
>
> the officer's re-election campaign;
> a candidate for that officer's office; or
> a committee controlled by the officer or candidate.

> The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (i) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (ii) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Persons who knowingly or willfully violate section 16.510-2 are subject to a fine of up to $500 and a jail term of six months, or both. (S.F. Administrative Code Section 16.515(a)). Persons who negligently violate section 16.510-2 are subject to a civil penalty of up to $500. (S.F. Administrative Code Section 16.515(b)).

For further information, proposers should contact the San Francisco Ethics Commission at (415) 554-9510.

I. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFP's and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

J. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive any defect or informality in any response, proposal, or proposal procedure;
2. reject any or all proposals;
3. reissue a Request for Proposals;
4. procure any service by any other means;
5. extend deadlines for accepting responses, or accept amendments to responses after expiration of deadlines; or
6. determine that no project will be pursued.

VII. CONTRACT REQUIREMENTS

A. Chapter 12B and 12C: Nondiscrimination in Employment and Benefits

Chapter 12B and 12C of the S.F. Administrative Code are incorporated by reference as though fully set forth herein. Chapters 12B and 12C prohibit discrimination by City contractors in employment, the use of property and the provision of employee benefits.

Please refer to Appendix B regarding the Affirmative Action Program mandated by Chapter 12B of the S.F. Administrative Code.

The successful proposer must agree to abide by the following standard contract provisions regarding Chapters 12B and 12C:

Nondiscrimination; Penalties

(a) **Contractor Shall Not Discriminate.** In the performance of this contract, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

(b) **Subcontracts.** Contractor shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-12B.2(k) and 12C.3 of the San Francisco Administrative Code, and shall require all subcontractors to comply such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(c) **Nondiscrimination in Benefits.** Contractor does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations within the United States, discriminate in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

(d) **Condition to Contract.** As a condition to this Agreement, Contractor shall execute the "Nondiscrimination in Contracts and Benefits" form and secure the approval of the form by the San Francisco Human Rights Commission.

(e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this Agreement under Chapters 12B and 12C of the Administrative Code, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to Section 12B.2(h) of the San Francisco Administrative Code, a penalty of $50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Contractor and/or deducted from any payments due Contractor.

B. Chapter 12D Requirements

S.F. Administrative Code Chapter 12D, as amended, is hereby incorporated by reference as though fully set forth. Chapter 12D is intended to increase the opportunities for Minority-owned Businesses, Women-owned Businesses, and Local Businesses to compete and participate successfully in the purchasing and contracting activities of the City.

1. MBE/WBE Subconsultant Participation Goals

The MBE subconsulting goal for this contract is *24%* and the WBE goal is **10%** of the contract amount.

Proposals which fail to comply with all the material requirements of the affirmative action provisions of this RFP, as set forth in HRC Attachment 2, will be deemed non-responsive and will be rejected. Subconsulting goals can only be met with HRC certified MBE's and/or WBE's located in San Francisco.

2. MBE, WBE and LBE Participation

The City strongly encourages proposals from qualified MBEs, WBEs and LBEs. Pursuant to Chapter 12D, the following rating preference will be in effect for the award of this project. The rating preference applies at each phase of the selection process. The application of the rating preference is as follows:

(a) A five percent (5%) preference to:

- A local business (LBE); or
- A joint venture with a local MBE or local WBE whether participation equals or exceeds 35 percent, but is under 40 percent; or
- Where a joint venture is composed of only local businesses with no local MBE or WBE participation or where the local MBE or local WBE participation is less than 35 percent.

(b) A seven and one-half percent (7.5%) preference to:

- A joint venture with local MBE and WBE participation which equals or exceeds 40 percent, but is less than 51 percent.

(c) A ten percent (10%) preference to:

- A local MBE or local WBE; or
- A joint venture with local MBE or local WBE

participation which equals or exceeds 51 percent.

3. **Procedures for Applying for Rating Preference**

a. All proposals submitted **must** include Human Rights Commission (HRC) Form 1 (included in the appendix A) whether or not a rating preference is applied for.

b. HRC Forms 2A and 2B, 3, 4, 5A, and 5B (also included in Appendix A) are to be submitted with the proposal. If these forms are not returned with the proposal, the proposal may be determined to be nonresponsive and rejected.

c. HRC Schedule A or Schedule L must be submitted if applicable.

If you have any questions concerning the HRC Forms, you may call , the Human Rights Commission Contract Compliance Officer for the public library at 252-2500. The forms will be reviewed and approved by HRC prior to the interviews.

C. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all certificates, bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

In addition the successful proposer will be required to execute the following City forms:

1. **San Francisco Business Tax Requirements.** The successful proposer must have a San Francisco Businesses Tax Certificate. Businesses not already having this certificate must apply for a certificate and pay the $200 registration fee in order to be awarded this contract. (See Appendix D).

2. **Chapter 12B Declaration.** The successful proposer must submit the "Chapter 12B: Nondiscrimination in Contracts and Benefits" form (form HRC-12B-101) contained in Appendix B and have the form approved by HRC prior to being awarded the contract. Two other forms are included in Appendix B: "Reasonable Measures Affidavit" (form HRC-12B-102); and "Substantial Compliance Authorization Form" (form HRC-12B-103). Proposers should execute and submit these forms if, in accordance with the forms' instructions, it is appropriate to do so.

3. **Tropical Hardwoods/Virgin Redwood Ban.** Any proposal submitted in response to this Request for Proposals which calls for the use of any tropical hardwood or tropical hardwood product, virgin redwood or virgin redwood product, as defined in San Francisco Administrative Code Chapter 12I,
shall be deemed non-responsive.

FUND CONDITION STATEMENT

FUHRMAN BEQUEST FUND

	1995-96	1996-97	1997-98	(Estimated) 1998-99	(Estimated) 1999-00
BALANCE (Carried Forward from Previous Year)		$0	$0	$0	$0
Prior Year Adjustments (Revenue/Expenditures)					
Adjusted Balance	$0	$0	$0	$0	$0
REVENUE					
Oil Leases					
Grazing Leases					
Interest (Pooled Investments)					
Other					
Total Revenue	$0	$0	$0	$0	$0
TOTAL RESOURCES AVAILABLE	$0	$0	$0	$0	$0
EXPENDITURES					
San Francisco Public Library					
Department of Recreation and Parks					
Other					
Total Expenditures	$0	$0	$0	$0	$0
BALANCE	$0	$0	$0	$0	$0

Fiduciary Fund:

Expendable Trust Fund:

Bequest Fund:

DETAILED FUND CONDITION STATEMENT

FUHRMAN BEQUEST FUND

	1997-98			1998-99			1999-00		
	SFPL	DRP	Total	SFPL	DRP	Total	SFPL	DRP	Total
BALANCE (Carried Forward from Previous Year)			$0	$0	$0	$0	$0	$0	$0
Prior Year Adjustments (Revenue/Expenditures)									
Adjusted Balance	$0	$0	$0	$0	$0	$0	$0	$0	$0
REVENUE									
Oil Leases			$0			$0			$0
Grazing Leases			$0			$0			$0
Interest (Pooled Investments)			$0			$0			$0
Other			$0			$0			$0
Total Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0
TOTAL RESOURCES AVAILABLE	$0	$0	$0	$0	$0	$0	$0	$0	$0
EXPENDITURES									
BALANCE	$0	$0	$0	$0	$0	$0	$0	$0	$0

Fiduciary Fund:
Expendable Trust Fund:
Bequest Fund:

July 13, 1998

Following is the info I got on the phone this morning from Susan Leal, City Treasurer.

Combined fund Fuhrman Investment balance $1,530,611.08
1997-98 interest through 5/30 $76.770.45
estimate June interest at about $8,000.

Regina Minudri
City Librarian, San Francisco Public Library
100 Larkin St., San Francisco, CA 94102
415-557-4236, fax 415-557-4239

RECEIVED 6/3/98
BY CITY ATTORNEY'S OFFICE

CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLL

Edward Harring
Contro

John W. Mad
Chief Assistant Contro

June 1, 1998

Ms. Adine Varah
City Attorney's Office
City & county of San Francisco

Dear Ms. Varah:

In response, the fund balance available for appropriation relating to the Fuhrman Bequest Fund for the San Francisco Public Library is $298,310.64 as of May 31, 1998. Attached is a print out from the City's general ledger system reflecting this balance.

At this time, we are reluctant to make specific estimates of revenues that might become available in the next few years. In the opinion of the City's Real Estate Department, there are production factors that could affect the amount of oil produced to the credit of the Bequest and thereby reduce revenues in the future.

Very truly yours,

Colleen Adams

Colleen Adams
Financial System Manager

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FAML6220 V4.2          CITY/COUNTY OF SAN FRANCISCO PRODUCTION          06/02/1998
LINK TO:                          GRANT SUMMARY INQUIRY                    5:31 PM

BALANCE (Y,M,Q,A)  : Y               FUNDING PD :          CURRENCY CODE :
FISCAL MO/YEAR     : 11 1998 MAY  1998     GRANT END DATE:
GRANT              : LBG122 FUHRMAN BEQUEST
GRANT DETAIL       :
CHARACTER          :
OBJECT CODE        : X
FUND TYPE          :
FUND               :
SUBFUND            :
-------------------------------------------------------------------------------
BJECT DESCRIPTION            BUDGET        ACTUAL       PREENC/ENC       BALANCE
60    EQUIPMENT PURCHASE      823,891                                     823,891
6B    PROGRAMMATIC PROJECT -2,162,227                                  -2,162,227
81    SERVICES OF OTHER DE     28,177                                      28,177
      EXPENDITURE TOTAL       457,000       338,892          2,367       115,741
      REVENUE LESS EXPEND                  -174,994         -2,367      -177,361

1-HELP      F2-SELECT                   F4-PRIOR     F5-NEXT
7-PRIOR PG  F8-NEXT PG   F9-LINK
012 - NEXT PAGE DISPLAYED
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FAML6410 V4.2          CITY/COUNTY OF SAN FRANCISCO PRODUCTION          06/02/19
LINK TO:                       GRANT TRIAL BALANCE INQUIRY                  5:30
ACTIVE
FISCAL MO/YEAR  : 11 1998                              CURRENCY CODE :
GRANT           : LBG122   FUHRMAN BEQUEST
GRANT DETAIL    :
FUND TYPE       :
FUND            :
SUBFUND         :
PROJECT         :
PROJECT DETAIL  :
-------------------------------------------------------------------------------
S ACCT   DESCRIPTION                           MAY  1998                 BALANC
  101    EQUITY IN CITY TREASURY-POOL          -4,084.47             1,360,889.0
  1050   TITLE NOT ON FILE                          0.00            -1,513,820.2
  129    INTEREST RECEIVABLES-POOLED           -5,376.94                 6,595.6
  1900   TITLE NOT ON FILE                          0.00             1,513,820.2
  201    VOUCHERS PAYABLE                        -555.00                  -737.9
  349    RESERVED FOR ENCUMBRANCES                  0.00                -2,367.0
  379    RESERVE FOR APPROPRIATION (N               0.00            -1,341,063.3
  381    UNREALIZED ESTIMATED SOURCES               0.00               100,000.0
F1-HELP      F2-SELECT                F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
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CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE CITY ATTORNEY

LOUISE H. RENNE
City Attorney

ADINE K. VARAH
Special Assistant
DIRECT DIAL: (415) 554-4239

MAY 11, 1998

TO: SAN FRANCISCO PUBLIC LIBRARY COMMISSIONERS

FROM: SANDRA K. SCHAEFER SKS
Deputy City Attorney

ADINE K. VARAH AKV
Special Assistant

RE: The Fuhrman Trust

In addition to its responsibility for the management of the Library Department, the Library Commission is also a trustee for a charitable trust established in 1940 by Alfred Fuhrman. We write to offer a brief introduction to the Fuhrman Trust, which currently provides the Library with more than $100,000 in revenues each year.

The History of the Fuhrman Trust

Alfred Fuhrman died in 1940, and bequeathed a portion of his estate to the City for: (1) the acquisition of books on economic and political subjects, and (2) the adornment of Golden Gate Park. The Board of Supervisors accepted the bequest and appointed the Library Commission and the Recreation and Park Commission to serve as trustees.

In 1963, the Library Commission requested advice from the City Attorney regarding the kinds of expenditures that may be made with trust revenue. The City Attorney advised that trust revenue may be used to purchase materials on economics and politics falling within the Webster's New International Dictionary, Second Edition, definition of the term "book": "...in general, a written or printed narrative, record, representation, or series of these."

In 1993, based on the advances in information storage and retrieval technology since the Trust was created, the Commission directed the City Attorney to request further direction from the Probate Court concerning the expenditure of Trust revenue. The Court modified the terms of the Trust so that Trust revenue may be used to acquire materials on economics and politics in non-print as well as print formats. The modified Trust language provides that the Library may use Trust revenue "for the acquisition of additional books, and materials in other formats, which expand or enhance public access to information on economic and political subjects."

The Commission's Duty as Trustee

The Library Commission has a fiduciary duty to administer the terms of the Fuhrman Trust. In so doing, the Commission is responsible for ensuring that the Library Department properly manages the Trust property, and properly expends and accounts for Trust revenues. The Commission's administration of the Trust has been challenged on two occasions. Although both actions were dismissed on the merits, it is important that the Commissioners be aware of the serious nature of these trustee duties.

The State of the Trust

The Fuhrman Trust currently provides the Library with more than $100,000 in revenue each year. Mr. Fuhrman's bequest included local real estate, which was sold many years ago, and oil-rich land located in Kern County. The Kern County land is leased on a long-term basis to Shell Oil, which pays rent and royalties to the City. This revenue is divided evenly, according to the terms of the Trust, between the Library Department and the Recreation and Park Department.

At the close of each fiscal year, the City Librarian will report on the Fuhrman revenue received and expenditures made during the previous fiscal year, and provide the Commission with an estimate of Fuhrman revenues for the next fiscal year. Of course, the Commission may ask for more frequent reports, or for additional information at any time.

Please do not hesitate to contact this office if you have any questions concerning the Fuhrman trust, or if we can be of further assistance.

EXHIBIT "A"

LAST WILL OF ALFRED FUHRMAN

I, Alfred Fuhrman, of San Francisco, California, of the age of past 75 years-mindful of the uncertainty of human life, and being of sound and disposing mind and memory, and not acting under duress, menace, fraud, or und influence of any person whatsoever, do hereby declare the following to be m last Will, written, dated and signed in my own handwriting, namely:-

FIRST:-I hereby declare that I was never married and that I am not father of any child or children, nor have I ever acknowledged my paternity of any person.-I have always provided for and protected in the past my ne relatives, none of whom have ever appreciated what I have done for them or either of them, and therefore I do not intend to, and hereby expressly intentionally omit to make any/further provisions for any of them, as I do not wish either of them to become the beneficiaries of my bounty, save and except the person for whose benefit I have created an express trust as hereinaft provided.-

SECONDLY:-It is my Will, that my estate shall be administered in the quickest possible manner and distributed to the parties named by me in th Will, and without the interference or objection of any person whatsoever. That any such interference or objection made on the part of either any legatee or devisee herein named, or on the part of any heir at law in the administration of my estate, either by the institution of any suit, or by any other act against my estate, or against my Executor herein named, or against either of the parties named as beneficiaries herein, or any attempted conte of this will, either directly or indirectly, or any attempted attack upon my sanity, or character, or reputation, or any attempts to drag into publicity my private life, shall,-ipso facto, work a forfeiture of any legacy or devise under this Will to such interfering or objecting person, and shall likewise divest instantly any interfering or objecting heir at law of any part or portion of, or interest in my estate.-That thereupon such forfeited legacies or devises, or divested portions of my estate, in the event of any interfering or objecting heir at law, shall forthwith become a part of the residue of my estate:-to pass under this Will to the parties hereinafter designated.-All bequests and devises shall be conditional upon the occurrence of some uncertain event, and shall in each case be subject to divestiture in the event of any breach of the conditions attached to such

EXHIBIT A

gifts. And further, that all bequests and devises herein shall be conditional upon the living existence of such beneficiary herein named at the time of my death and that the portion of any beneficiary having predeceased me, shall lapse and be void, and thereupon become a part of the residue of my estate.

THIRDLY:-Firmly believing that it was mainly due to the inspiring influence of Thomas Paine that our country took its name and place among the Nations of this World, and whose unselfish services, actuated by the purest motives of Altruism, were rewarded with the vilest calumny, and considering that ingratitude is the worst of all vices,-I desire first of all to pay my humble tribute to the memory of the Founder of this Republic, and therefore hereby give and bequeath to Thomas Paine National Historical Association, (a corporation) of New Rochelle, State of New York, the sum of Five Thousand Dollars to further the purposes and objects of said Association.

FOURTHLY:-I hereby create the following express Trust, to wit:- I hereby give and bequeath to my friend, L.C.Koster, Manager of The San Francisco Bank, Mission Branch, San Francisco, California, or-in the event of his death,-to his successor as such Manager,-the sum of Five Thousand Dollars,- in trust nevertheless for the following purposes, to wit: That said Trustee shall deposit said Trust Fund in a special Savings Account in said Bank, and shall pay from such Trust Fund the sum of $50,00 per month from and after my death, and payable monthly in advance, to my half-sister Maria Mueller, last known to reside at 156½ N.Verdugo Avenue, Burbank, Los Angeles County, California, for and during the natural life of said cestui que trust, and that immediately upon her death said Trust shall cease and be terminated, and that any sum remaining in said Trust Fund shall thereupon be returned to and become a part of the residue of my estate.-I further hereby give and bequeath to said Maria Mueller, subject to the conditions herein contained, and payable to her six months after admission to Probate of this Will, the sum of $1000.

FIFTHLY:-I hereby give and bequeath to my crippled friend and client, Miss Louise Seipel, of 507 Laguna Street, San Francisco, California, 40 shares 5½% First Preferred Shell Union Oil Corporation stock, of the aggregate par value of $4,000: also all my household and office furniture except my library, and likewise all my personal effects not otherwise bequeathed herein,-save and except monies and industrial securities.-I further hereby give and devise to said Louise Seipel that certain piece of real property situated at the N.E.Corner of Fell and Laguna Streets, and extending from Fell to Linden Streets, San Francisco,California, with the improvements thereon and therein said improvements being numbered from 500 to 528 Laguna Street,and which property was purchased by me as evidenced by Commissioners Deed,recorded July 8,1935,in Vol.2802,Official Records,page 217,Recorder's Office of said City and County of San Francisco.

SIXTHLY:-I hereby give and bequeath to my friend Mrs.Grace Cannon,residing at 748 South Ardmore Avenue,Los Angeles,California,30 shares 5½% First Preferred Shell Union Oil Corporation stock of the aggregate par value of $3000.

SEVENTHLY:-I hereby give and bequeath to my friend Mrs.Margaret Wolff, residing at 502 Forest Street,Oakland,California,30 shares 5½% First Preferred Shell Union Oil Corporation stock,of the aggregate par value of $3000.

EIGHTHLY:-I hereby give and bequeath to my friend Paul Scharrenberg,residing at 3827 Divisadero Street,San Francisco,California,20 shares 5½% First Preferred Shell Union Oil Corporation stock,of the aggregate par value of $2000 and also my private library with bookcases.

NINTHLY:-I hereby give and bequeath to my friend,Professor Ira B.Cross of the University of California,Berkeley,California,the sum of Two thousand Dollars.

TENTHLY:-I hereby give and bequeath to The San Francisco Society for the Prevention of Cruelty to Animals,(a corporation) the sum of $2000.00

ELEVENTHLY:-I hereby give and bequeath to my Chauffeur Henry Brehm,my traveling car and Trailer,and the sum of One thousand Dollars.

TWELFTHLY:-All inheritance taxes due and payable on every gift,bequest or devise herein shall be paid by my estate and not by the donees herein named,and I also direct,that immediately after the admission to Probate of this Will and qualification of my Executor,the sum mentioned in paragraph IV herein be paid forthwith to the Trustee named in said paragraph,and that at the same time the bequests made in paragraph V herein beforthwith delivered and entrusted to the donee named in said paragraph V. And I further direct that partial distribution of all of the foregoing bequests and devises be made in accordance with the provisions of Section 1000 of the Probate Court of this State, and that no bond shall be required from any legatee or devisee,as no injury to the estate can result from such partial distribution in view of the fact that there are no lawful claims or debts against my estate save and except expenses of administration.-I likewise direct that my Executor forthwith communicate with all the parties named herein as beneficiaries and thereby save them unnecessary costs in the partial and final distribution of my estate.

~~Being [illegible] in fee of lands in various Oil Field [illegible] of Kern and Fresno Counties,I therefore suggest and advise my Executor, without in the least superseding limiting or interfering with his absolute power of alienation (not to sell but preferably to lease, [illegible] Union Oil Producing Company, [illegible] holdings in [illegible] in such lease for a substantial [illegible] of all production, thereby insuring to my residuary beneficiary a steady income from royalties. I further suggest and advise my Executor not to sell any industrial securities during the present or any general depression.~~

THIRTEENTHLY:-All the rest and residue of my estate of every kind and nature I hereby give,bequeath and devise to The City and County of San Francisco,a municipal corporation,to be used and expended in the following proportions and for the following purposes,to wit:

One-half of said rest and residue to The San Francisco Public Library for the acquisition of additional books on economic and political subjects, and the remaining one-half of said rest and residue for the further adornment of our famed and beloved Golden Gate Park,as may be determined by the Park Commissioners of said City and County,as it is my intent and Will that the Public at large shall be and become my ultimate beneficiaries.

FOURTEENTHLY:-I hereby direct that my Executor take charge of my funeral:that my body be cremated and my ashes be deposited in some available spot facing the Pacific Ocean.

FIFTEENTHLY:-I hereby nominate and appoint my said friend L.C.Koster, Manager of The San Francisco Bank,Mission Branch,the Executor of this,my last Will,to act in that capacity without any bonds whatsoever,and in the event of his death I hereby nominate and appoint his successor,or successors, as such Manager in his place, and stead as such Executor with the same powers and without bonds.

SIXTEENTHLY:-I hereby expressly revoke any and all former Wills by me made.

Written,dated and signed by my own hand at San Francisco,California,this 26th day of October,1938.

Alfred Fuhrman

L.C. KOSTER LEE M. OLDS

To: Commissioner Orsi
From: Richard Walsh
Re: Background Information: Fuhrman Fund
Date: November 5, 1993

THE HISTORY

In December 1941, the San Francisco Public Library and the Recreation and Park Department received a bequest of cash, stocks and real property from the estate of Alfred Fuhrman. The bequest consisted of $21,000 in cash, 5,881 shares of stock in 19 different companies and several parcels of land.

The bequest provided that one-half of the assets be given to the library for the acquisition of economic and political books. The other half was to be given to the Recreation and Park Department for the adornment of Golden Gate Park.

During the 1940s and 1950s all the stocks were cashed and many small parcels of land were sold (mostly empty lots in the City).

THE LAND

The land generates revenue from grazing and oil leases. The property in

Kern County consists of 800 acres and is leased to Shell Oil for oil production through the year 2020. There are 680 acres in Kern and Fresno counties which are unimproved and devoid of valuable mineral rights. Some of this acreage is leased for grazing.

THE INVESTMENTS

Over the years, the Library Commission has opted to invest some of the revenues generated by the bequest. In the early 1980s the library had about $250,000 invested in various Treasury bills and notes. In 1988 the Commission decided that for a period of two years Fuhrman funds would not be expended on books, and that revenues generated from the oil wells during those two years would be invested; Fuhrman spending was limited to the interest generated by the Treasury bills and notes.

The library's investments now total almost $800,000.

THE FUND ADMINISTRATION

The Treasurer's Office administers the investment portfolio of the fund. Our investments are in pooled accounts and the Treasurer makes interest deposits to the Fuhrman Fund on a regular basis.

The Real Estate Department negotiates leases for the land. Property management includes negotiating leases and collecting royalty and rent payments.

THE REVENUES

During FY 1992-93, the library received $262,000 from the Fuhrman bequest. $184,000 was received from royalties and rents; $78,000 was interest. The average yearly income over the last five years was approximately $250,000.

I have included a couple of newspaper articles which you may find interesting. We are currently working with the City Attorney on broadening the interpretation of the bequest to include formats which did not exist in 1941. We hope we will have resolution of this matter very soon.

I hope this information is useful to you. Please give me a call if I can provide any further assistance.

cc: Members, Public Library Commission
K. Dowlin

CITY AND COUNTY OF SAN FRANCISCO

LOUISE H. RENNE
CITY ATTORNEY

MEMORANDUM

RECEIVED
APR 10 1995
LIBRARIAN'S OFFICE

DATE: April 6, 1995

TO: MEMBERS
Public Library Commission

KENNETH DOWLIN
City Librarian

FROM: JULIE MOLL
Deputy City Attorney

RE: Final Resolution of James Chaffee's Lawsuit Against the California Attorney General Regarding the Fuhrman Trust

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I write to inform the Commission of the resolution of James' Chaffee's lawsuit against the State Attorney General concerning the Attorney General's oversight of the Fuhrman Trust.

As you know, the Library Commission is a trustee of a charitable trust created in the late 1930's by Alfred Fuhrman. The trust terms originally provided that trust revenue be spent on books on economics and politics. In 1993 the Commission petitioned the Probate Court to modify the trust language, so that trust revenue could be spent on books and materials in other formats on economics and politics, and the petition was granted.

Chaffee has brought two lawsuits against the Commission relating to the expenditure of Trust proceeds. Both suits were dismissed, in part because California law authorizes the Attorney General (not private citizens) to monitor and enforce the terms of charitable trusts. Chaffee then filed suit against the Attorney General, alleging that the Attorney General failed to properly monitor administration of the Fuhrman Trust. The Superior Court concluded that the Attorney General acted properly, and denied the relief sought by Chaffee. Chaffee appealed, and on March 23, 1995 the Court of Appeal affirmed the Superior Court's ruling.

Please let me know if you have any questions about this matter.

Commission Resolution #2074 - Approved July 16, 1998

[Library of California-SB409]
EXPRESSING SUPPORT FOR THE ADOPTION OF SB 409, THE LIBRARY OF CALIFORNIA ACT AUTHORIZING THE DEVELOPMENT OF A NETWORK LINKING PARTICIPATING LIBRARIES IN A MULTI-LIBRARY MECHANISM TO FACILITATE SHARING RESOURCES TO BETTER SERVE THE PEOPLE OF CALIFORNIA.

WHEREAS, SB 409, the Library of California Act builds on the successful public library resource-sharing program, raising it to a higher level, expanding it through increased participation, and using new technologies to deliver services, and

WHEREAS, SB 409, the Library of California Act calls for voluntary participation in regional networks by California's libraries, and

WHEREAS, SB 409, the Library of California Act could open doors for Californians to libraries and resources that are now unobtainable or costly, and

WHEREAS, SB 409 would greatly expand the information and library resources available through libraries in California, Now therefore be it

RESOLVED, that the San Francisco Public Library Commission strongly urges members of the California State Assembly and Senate to quickly bring forward for a vote and approve SB 409, the Library of California Act.

AMENDED IN ASSEMBLY JUNE 11, 1998

AMENDED IN ASSEMBLY JUNE 10, 1998

AMENDED IN ASSEMBLY APRIL 20, 1998

AMENDED IN SENATE APRIL 28, 1997

SENATE BILL No. 409

Introduced by Senator Alpert and Assembly Member Sweeney
(Coauthor: Senator McPherson)
(Coauthors: Assembly Members Alquist, Bowler, Cunneen, Davis, Firestone, Honda, Lempert, Mazzoni, Pacheco, Scott, and Wayne)

February 18, 1997

An act to add Chapter 4.5 (commencing with Section 18800) to Part 11 of, *and to repeal Chapter 4 (commencing with Section 18700) of Part 11 of,* the Education Code, relating to libraries, *and making an appropriation therefor.*

LEGISLATIVE COUNSEL'S DIGEST

SB 409, as amended, Alpert. Libraries.

Existing law, the California Library Services Act (act), establishes the California Library Services Board and provides that its duties include, among other things, adopting rules, regulations, and general policies relating to the implementation of the act. The State Librarian is the chief executive officer of the board and administers the act. Under the act, a library system, constituted as specified, receives an annual allowance for the improvement and maintenance of coordinated reference service support to the members of the system. A library system, any public library, or any combination of public libraries is authorized to apply for funds for special services programs, as defined. Each member library of a system is reimbursed for interlibrary loans between member libraries of the system, as specified. Each library system is required to apply for funds for intrasystem communications and delivery and for planning, coordination, and evaluation of overall systemwide services. Each system is required to establish an administrative council and an advisory board, each with specified duties. Under the act, the California Library Services Board is authorized to establish and administer state reference centers responsible for answering reference requests that cannot be met by systems and libraries authorized under the act.

This bill would revise and recast the act by enacting the Library of California Act under which services would be augmented and regional networks established. The bill would provide for a transition period from the California Library Services Act services and funding to the Library of California Act services and funding. *This bill would repeal the California Library Services Act upon completion of the transition, and would provide that this bill would control in case of conflict during the transition period.*

~~This bill would make this bill operative only if funding is provided in the Budget Act of 1998 for implementation of this bill.~~

This bill would appropriate $10,000,000 from the General Fund to the state board for prescribed start-up costs under the act, including, but not limited to, prescribed telecommunication and infrastructure costs.

Vote: ~~majority~~ $^2/_3$. Appropriation: ~~no~~ *yes*. Fiscal committee: yes. State-mandated local program: no.

The people of the State of California do enact as follows:

SECTION 1. Chapter 4.5 (commencing with Section 18800) is added to Part 11 of the Education Code, to read:

CHAPTER 4.5. LIBRARY OF CALIFORNIA ACT

Article 1. General Provisions

18800. This chapter shall be known as the Library of California Act.

18801. (a) The Legislature finds all of the following:

(1) Our economy is information-based. Because libraries are information providers, they have a primary responsibility for the collection, organization, and dissemination of information supporting the economic development of California.

(2) Resource sharing, cooperation, and collaboration among all California libraries of all types creates a whole that is greater than the sum of its parts. Each library can serve as a gateway to the resources and services of every other California library.

(3) The state's economic and democratic vitality depends upon the education of all Californians and their equitable access to information in an effective, timely fashion. Public and private partnerships enhance information access and delivery.

(4) Access to information is increasingly technology-based. Technology is vital to the libraries serving Californians. The sharing of resources and services among libraries is most cost-effective when appropriate technology is utilized effectively.

(5) Our multicultural and complex society creates needs for materials, information, and services that go beyond the ability of any one library or any one type of library to provide.

(6) The academic library is a primary source of curriculum-related educational and research information for higher education.

(7) The public library is a primary source of information, enrichment, and lifelong learning for persons of any age, location, or economic circumstance.

(8) The school library is a primary source of curriculum-related resources and instructional reading materials in elementary and secondary schools.

(9) The special library is a primary source of information and research resources related to its specific mission or the purpose of its parent organization which may be a corporation, hospital, legal organization or other institution.

(10) No single library is able to meet all the diverse needs of all of its primary clientele, including people with disabilities, non-English-speaking and limited-English-speaking persons, those who are confined to home or an institution, those who are geographically isolated, and those who are economically disadvantaged. Highly specialized information needs often surpass the resources of any single library in the state.

(11) The effective sharing of resources and services among the libraries of California requires a structure and an ongoing commitment by the state to compensate libraries for services provided to Californians other than their primary clientele.

(b) The Legislature therefore finds and declares the following:

(1) It is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives.

(2) To respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources.

(c) (1) It is the intent of the Legislature to provide all Californians with the opportunity to obtain from a local library all their needed materials and informational services by facilitating, and supporting through that library, access to the resources of all libraries in the state.

(2) It is the intent of the Legislature to accomplish this goal by enabling libraries of all types and in all parts of the state to provide their users with the services and resources of all libraries in this state, and by assisting

libraries to provide and improve service to the underserved.

18802. In adopting this chapter, the Legislature declares that its policy is as follows:

(a) To reaffirm the principle of local control of the government or administration, or both, of libraries and to affirm that the provisions of this chapter apply only to libraries authorized by their jurisdictions or institutions to apply to participate in the programs authorized by this chapter.

(b) To enable the users of all libraries, regardless of the library type, size, or geographic location, to benefit from some or all of the services authorized by this chapter.

(c) To require that no library, as a condition for receiving funds or services under this chapter, acquire, provide access to, or exclude any specific book, periodical, film, recording, data base, picture, or other material or medium, or acquire, provide access to, or exclude any classification of books or other material by author, subject matter, or type.

(d) To encourage adequate funding of libraries from local or other sources, with state aid under this program to be furnished as a supplement to, rather than a replacement for, other funds.

(e) To ensure that the necessary technological infrastructure is provided.

(f) To ensure library service to the underserved of all ages.

(g) To encourage and enable the sharing of resources among libraries of all types.

(h) To reimburse equitably any participating library for services it provides to Californians other than its primary clientele.

(i) To assure that no existing library service programs, funded at the local or state level, are diminished as a result of the resource-sharing authorized by this chapter.

Article 2. Definitions

18810. As used in this chapter, unless the context otherwise indicates or unless specific exception is made, the following definitions apply:

(a) "Academic library" means a library established and maintained by a college or university or other postsecondary institution to meet the educational needs of its students, faculty, staff, and others by agreement.

(b) "Act" means the Library of California Act.

(c) "Direct loan" means the lending of a book or other item, or furnishing a copy directly to a borrower, in person or through electronic means.

(d) "Document delivery" means the transmission, in response to a request, of information from one library to another, in either a physical or digital format.

(e) "Electronic direct access" means the provision of electronic borrowing, or electronic document delivery services directly to library users, or both.

(f) "Information agencies" means institutions that provide or preserve, or both, information resources, such as archives, historical societies, libraries, and museums.

(g) "Institution" means a business or corporation, college, correctional facility, education agency, governmental agency, hospital, not-for-profit organization, professional association, school district, or other organized group that is authorized by law and that operates one or more libraries. These libraries would be academic, school, or special libraries located in California. For the purposes of this act, if an institution is a member of a regional library network and a library of that institution decides to participate in a regional library network and meets the eligibility standards, but is located within the geographic boundaries of a network that is different from the network within which the institution is located, that library shall be a participating library in the regional network within which it is located.

(h) "Interlibrary loan" means the lending or providing of a book or other item, or furnishing a copy, from one library to another library that is under a different jurisdictional or institutional administration as the result of a request for the item from its primary clientele.

(i) "Interlibrary reference" means the providing of information by one library or reference center to another library or reference center that is under a different jurisdictional or institutional administration as the result of a request from its primary clientele for information that is beyond that library's mission and resources.

(j) "Library user" means a Californian who is part of the primary clientele of a library but does not work for that library.

(k) "Network region" means a geographic subdivision of California within which libraries organize as a regional library network under this act for the purpose of resource sharing and mutual cooperation. Boundaries of network regions are determined on the basis of the following criteria: public library jurisdictional boundaries; commonality with boundaries of educational institutions; recognition of current transportation, marketing, and communication patterns; location of and access to library resources; adequacy of resources for resource sharing purposes; and population.

(*l*) "Participating library" means the libraries of a public library jurisdiction that is a member of a regional library network or a library of an institution that is a member of a regional library network if that library decides to participate in a regional library network and meets the eligibility standards set forth in Section 18830.

(m) "Patron referral" means the accepted procedure among libraries by which onsite services are made available in an appropriate format to people who would otherwise not be able to utilize them.

(n) "Preservation" means the prevention or delay of deterioration of, and damage to, archival and library materials through the appropriate environmental controls or treatment, or both. For the purposes of this chapter, preservation encompasses conservation, digitization, and duplication of endangered materials in a different format.

(o) "Primary clientele" means the people for whom the library has been established to provide services. It includes people served by different outlets of its jurisdiction or institution. A person may be a member of the primary clientele of more than one type of library.

(p) "Public library" means a library, or two or more libraries, operated by a single public jurisdiction to meet the needs of its primary clientele and others by agreement.

(q) "Public library jurisdiction" means a county, city and county, city or any district that is authorized by law to provide public library services and that operates a public library.

(r) "Regional library council" means the administrative body over each regional library network, on which all members are represented.

(s) "Regional library network" means a not-for-profit, cooperative organization established by the Library of California Board composed of libraries within the public library jurisdictions or institutions that choose to become members and agree to share resources and services with, or to provide resources and services to, or both, other members of the regional library network.

(t) "Resources" are library materials that include, but are not limited to, print, nonprint materials and microformats; network resources such as software, hardware, and equipment; electronic and magnetic records; data bases; communication technology; facilities; and human expertise.

(u) "School library" means a library that is established to support the curriculum-related research and instructional reading needs of pupils and teachers and provides the collections, related equipment, and instructional services of a staff for an elementary or secondary school.

(v) "Special library" means a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide specialized materials or services, or both, in a specific subject to the public, a segment of the public, or other libraries. It is maintained by an association, business or corporation, government agency, research institution, learned society, not-for-profit organization, professional association, museum, industrial enterprise, chamber of commerce, or other organized group and is characterized by its depth of subject coverage.

(w) "Statewide resource library group" means those libraries in California that have the most comprehensive or specialized resources, or both, in topics needed by people statewide or regionally and that agree to provide access to their resources to all members of all regional library networks.

(x) "State board" means the Library of California Board.

(y) "Type of library" means academic, public, school, or special library.

(z) "Underserved" means any population segment with service needs not adequately met by traditional library service patterns; including, but not limited to: children, disabled, economically displaced, ethnic and culturally diverse populations, geographically isolated, illiterate, institutionalized, non-English speaking, and young adults.

Article 3. Administration

18820. (a) There is hereby established in the state government the Library of California Board. The state board shall consist of 13 members.

(b) It is the intent of the Legislature that members of the state board be broadly representative of the people served by libraries statewide and that members reflect the cultural traditions of California's people and the diverse geographic areas of the state.

(c) The Governor shall appoint nine members to the state board. The Governor shall appoint two members to represent academic libraries, two members to represent public libraries, two members to represent school libraries, and two members to represent special libraries. At the time of their appointment and throughout their tenure, these eight members must work for, or be part of, or be associated with, the governance structure of the type of library they represent, and that library must be a member of a regional library network. The Governor shall also appoint one member representing the general public.

(d) The Senate Rules Committee shall appoint two members representing the general public. The Speaker of the Assembly shall also appoint two members representing the general public.

(e) The initial members of the state board shall be those persons serving on the California Library Services Board at the time of the enactment of this chapter. As new members are appointed, the composition of the board shall reflect the provisions of this section. The terms of office of members of the state board is four years or the remainder of the term for a position filled after a vacancy. No individual shall serve for more than two consecutive four-year terms.

(f) The concurrence of seven members of the state board is necessary for the validity of any of its acts.

(g) Members of the state board shall serve without pay. They shall receive their actual and necessary traveling expenses while conducting official business.

18821. The state board shall adopt rules, regulations, and general policies for the implementation of this chapter and, consistent with this chapter, shall have the following powers and duties:

(a) To direct the State Librarian in the administration of this chapter.

(b) To review for its approval all proposals submitted under this chapter.

(c) To submit budget proposals as part of the annual budget of the State Library.

(d) To expend the funds appropriated for the purpose of implementing this chapter.

(e) To establish regional library networks.

(f) To require participating libraries, member institutions, public library jurisdictions, and regional library networks to prepare and submit any reports and information necessary to carry out the provisions of this chapter, and to prescribe the form and manner for providing the reports and information.

(g) To develop formulas for the equitable allocation of reimbursements.

(h) To administer an appeals process for membership eligibility in a regional library network.

(i) To work with and support the work of the regional library networks and the statewide resource libraries group.

(j) To administer the California Library Services Act, California Literacy Campaign, and Families for Literacy program.

(k) To serve as the State Advisory Council on Libraries on matters related to the federal Library Services and Technology Act.

18822. The State Librarian is the chief executive officer of the state board for the purposes of this chapter and shall do all of the following:

(a) Make reports and recommendations that may be required by the state board.

(b) Administer and monitor the provisions of this chapter.

(c) Review all claims to ensure the programmatic and technical compliance with the provisions of this chapter.

Article 4. Eligible Libraries

18830. (a) Libraries in public library jurisdictions that are members of a regional library network and libraries in institutions that are members of a regional library network are eligible to receive services under this chapter and to become participating libraries. The board of governance or the appropriate administrative authority for each academic library, public library, school library, and special library that decides to join a regional library network shall take official action to approve network membership. That local governing agency or appropriate administrative authority shall agree not to reduce funding for library services as a result of network participation. Each public library jurisdiction, school district, university or college, and institution or corporation, or agency or branch thereof, may become a member of a regional library network. A public library jurisdiction not a member of the California Library Service Act public library system on the effective date of this section, and an institution, shall have at least one library that agrees to be a participating library and meets the following eligibility standards:

(1) A written explicit mission statement and service objectives.

(2) A fixed location in California.

(3) Established hours of service.

(4) An organized collection of information and materials accessible for use by its primary clientele.

(5) Designated, onsite, paid staff for library services. At least one staff person shall have a master's degree in library or information science or a California library media teacher credential issued by the Commission on Teacher Credentialing, but equivalent graduate education or demonstrated professional experience may be substituted for this requirement. The eligibility determination will be made by the regional library network.

(6) An established funding base.

(b) Participating libraries must agree to all of the following:

(1) To share resources and services with other members of the regional library network.

(2) To provide resources and services for other members of the regional library network.

(3) To meet the minimum resource-sharing performance standards of the regional library network.

(c) Participating libraries may not obtain services provided under this act on behalf of nonparticipating libraries. No membership fees or service fees may be assessed for access to services delivered by state funds under this chapter. Regional library networks may provide their members with increased or enhanced services for a fee, at the option of each member.

(d) Library jurisdictions that are members of the California Library Services Act public library systems on the effective date of this section are deemed to meet the eligibility standards in subdivision (a), and shall not be required to certify that they meet these eligibility standards.

18831. (a) Each participating library shall receive state-supported services from a single regional library network. Geographical boundaries determine which regional library network a public library jurisdiction or institution, and its participating libraries, may join; exceptions may be made by the state board. Realignment of membership from one regional library network to another is permissible. A public library jurisdiction or an institution that is a member of a regional library network may also subscribe to services offered by other regional library networks.

(b) Eligible libraries may receive state funds for services delivered under this chapter.

Article 5. Regional Library Network Services

18840. To be eligible for funds under this article, a regional library network shall submit a plan to the state board for its approval. The plan shall include all of the following:

(a) An organizational structure.

(b) Bylaws.

(c) Membership policies, assuring that all eligible libraries in eligible public library jurisdictions and in eligible institutions in the geographic region will be enabled to participate.

(d) A long-range plan, including the transition of services from the California Library Services Act to the Library of California Act, the criteria and functions for regional resource libraries, and the linkages with information agencies in the region.

(e) The endorsement of the charter members. The charter members shall include more than one type of library.

(f) Geographical contiguity.

18841. (a) Each regional library network shall establish a regional library council. Every eligible public library jurisdiction is designated as a member of the regional library network and its library director or designee is its representative on the regional network council. Every eligible institution of which one or more libraries is a participating library, as described in Section 18830, is designated as a member of the regional library network and shall designate its representative on the regional network council from among the directors of those participating libraries and its chief library coordinator. In addition, the regional library council shall include one library user from each type of member library. There shall be one vote per person on the regional network council. Duties of the regional network council include overall administrative responsibility for the network, adopting an annual plan of service, assuring the appropriate expenditure of funds, and submitting annual budget proposals to the state board for implementation of the provisions of this article.

(b) Each regional network council shall elect from its membership a representative board to carry out its policies. The board shall include at least one representative from each type of library elected by representatives of that type of library and at least one library user. There shall be one vote per person on the representative board.

(c) Administration and management of the regional library network shall provide the vision and leadership necessary to perform the functions and deliver the services in a timely and satisfactory manner.

18842. Each regional library network shall do all of the following:

(a) Make available a telecommunications system for the transfer of information and communications among its members.

(b) Provide regional communications based upon the most effective methods of exchanging information among its members.

(c) Provide intraregional delivery service based upon the most cost-effective methods for moving materials among its members.

(d) Provide online access to the information files, resources, and bibliographic records of its members which may be accessed regionally and statewide.

18843. Any eligible library or combination of eligible libraries may receive funds from a regional library network for the provision of public access to the range of library resources and services available statewide through electronic online resources.

18844. Each eligible library may participate in one or more of the access services components through its regional library network and be reimbursed fully for its service to Californians who do not constitute its primary clientele. Reimbursement rates shall be equitable. The state board shall develop the reimbursement rate formulas. All of the following are access services components:

(a) Interlibrary loan. Each eligible library shall be reimbursed fully to cover the handling costs of each interlibrary loan among members of the regional library networks. Participants shall provide, as well as utilize, interlibrary loan services and may not charge handling fees to other members.

(b) Patron referral and onsite services. Each eligible library shall be reimbursed fully for services and resources that are provided to Californians who would otherwise be ineligible for services from that public library jurisdiction or that institution. These persons must be referred by another member of a regional library network. Information agencies that are not libraries may also participate in this component and be reimbursed if they are the only source for the information.

(c) Direct loan. Each eligible library may provide access to Californians by providing direct borrowing privileges to the primary clientele of other libraries. They shall be reimbursed fully for the handling costs of all loans according to an allocation formula. Each public library jurisdiction that is a member of a regional library network shall provide direct borrowing privileges to all residents of the area served by the regional library network.

(d) Electronic direct access. Each eligible library may provide access to Californians by providing electronic borrowing privileges or electronic document delivery privileges, or both, to the primary clientele of other participating libraries. They shall be reimbursed fully for the handling costs of each transaction. Members participating in the electronic direct access component shall provide and utilize electronic direct access services and may not charge handling fees for this service to other members participating in this program or to their primary clientele.

(e) Document delivery. Each eligible library shall be reimbursed fully to cover the costs of document delivery resulting from an interlibrary loan transaction and electronic loan transaction as defined in this section.

18845. Each regional library network shall provide opportunities for training and continuing education activities that encourage the most effective use of the resources and services authorized under this chapter, and that respond to the needs of its members in the effective delivery of services.

18846. (a) Each regional library network shall provide information and referrals to answer requests that are beyond the capacity or capability of its members by accessing the resources and expertise of other libraries, improving general reference service in participating libraries, and improving reference service to respond to the needs of the underserved populations in the region.

(b) Any eligible library or combination of eligible libraries or regional library network may receive funds from the state board for information service enhancement within the service area.

18847. Each regional library network shall augment the public awareness programs of its members by providing public relations packages to them for customization and dissemination.

18848. Any combination of eligible libraries may receive funds from the regional library network for cooperative, coordinated resource development programs of benefit to the local service area and to the region as a whole. Each library participating in this program shall already be capable of meeting the basic, recurring needs of its primary clientele through its locally supported collection. Library resources purchased, in whole or in part, under this program shall be widely accessible to Californians for the useful life of those resources.

18849. Any regional library network may apply to the state board for funds for services to the underserved programs on a region-wide basis. Regional library networks may also apply for funds for other region-wide programs, but these programs shall include a component for serving the underserved on a region-wide basis.

Article 6. Statewide Services

18850. The state board shall make available all of the following:

(a) A telecommunications infrastructure to ensure that all participating libraries have equitable access to the resources and services of all other California libraries.

(b) A statewide communications system between and among regional library networks, statewide resource libraries, information agencies, and all other organizations or institutions participating in the programs authorized by this chapter.

(c) A statewide delivery system between and among regional library networks, statewide resource libraries, information agencies, and all other organizations or institutions participating in the programs authorized by this chapter.

18851. (a) The state board shall promote and support standard bibliographic records and communication protocols in participating libraries to ensure statewide access to their resources.

(b) The state board shall make available online access to bibliographic records and locations of serial publications held by participating libraries and statewide online access to library information files, resources, and bibliographic records statewide, as facilitated by the regional library networks.

18852. (a) The state board shall make available a continuing education clearinghouse related to library services and encourage the coordination of activities among the continuing education providers statewide.

(b) The state board shall provide for training and continuing education opportunities that encourage the most effective use of the resources and services authorized under this chapter.

18853. (a) The state board shall facilitate and support access to specialized information expertise and resources statewide to answer information requests generated by its primary clientele that are beyond the capacity or capability of a member institution or public library jurisdiction and its regional library network. The information may be provided by libraries, information agencies, and other regional library networks; and it shall be provided through electronic or physical means. Provision shall be made for information formats specially relevant to culturally diverse populations and persons with disabilities.

(b) Any eligible library or combination of libraries or regional library networks may receive funds from the state board for information service enhancement within the service area.

18854. The state board shall expand public awareness of the value, services, and resources of the participating library of whatever type, emphasizing its ability to serve as a gateway to all other California libraries.

18855. (a) The state board shall encourage, promote and support cooperative, coordinated resource development among member institutions and member public library jurisdictions.

(b) The state board shall make available a clearinghouse to facilitate the voluntary transfer of a participating library's resources to another participating library in response to changes in that library's mission or location.

(c) Any combination of eligible libraries may receive funds from the state board for cooperative, coordinated resource development programs of benefit to people in their local area and in the state as a whole. Each library participating in this program shall already be capable of meeting the basic, recurring needs of its primary clientele through its locally supported collection. Library resources purchased, in whole or in part, under this program shall be widely accessible to Californians for the useful life of those resources.

18856. (a) The state board shall make available a preservation information center to provide preservation information, coordinate preservation activities, and conduct preservation training for participating libraries and information agencies statewide.

(b) Any eligible library or combination of eligible libraries may receive funds from the state board for the preservation of, and widespread access to, materials that document California's heritage, enhance its educational opportunities and economic future, and portray its cultural diversity. Materials in all formats may be preserved.

18857. Any eligible library or combination of eligible libraries may submit proposals to the state board for services to the underserved programs within the service area. Funds may be expended for the development of collections to meet the needs of the underserved, together with the employment or retraining of staff necessary to promote and utilize the collections effectively, and to provide appropriate services to the underserved.

18858. Administration and management shall provide the vision and leadership necessary to perform the functions and deliver the services in a timely and satisfactory manner. Statewide coordination includes linkages with national and international library networks and participation in initiatives related to library services and development that cross state and national boundaries.

18859. Major resource libraries statewide may participate in these programs through the statewide resource libraries group, developing protocols whereby their resources may be accessed appropriately by people throughout California. Each library must be a member or a participating library in a regional library network.

(a) Funds may be allocated to some or all libraries in this group for services delivered and performed under this article.

(b) Collaborative and cooperative projects advancing library services to the people of California may be undertaken and supported by some or all members of this group.

Article 7. State Funding

18860. (a) Planning shall occur at the regional level for the development of library service programs responsive to the needs of people within each network region. Some or all of these service programs may be supported by the state.

(b) It is the intent of the Legislature that the state do all of the following:

(1) Reimburse all participating libraries for services provided to Californians who do not constitute their primary clientele.

(2) Support the necessary infrastructure enabling the interlibrary resource-sharing to occur.

(3) Assure equitable access to the rich resources of its many libraries to all Californians.

18861. Funds shall be allocated to member institutions and member public library jurisdictions in accordance with reimbursement formulas adopted by the state board and with criteria adopted by the state board to carry out the provisions of this chapter.

18862. (a) During the first three years of operation, each regional library network shall receive a basic funding allocation for service delivery as it establishes services and expands its membership.

(b) After its three-year establishment period, each regional library network shall receive an appropriation that contains a base component that is a uniform statewide minimum allocation, a component related to demographic variables including population, geography, population demographics and cost of living, and a component related to the amount of service delivered in the preceding fiscal year.

18863. Funds appropriated for the support of statewide services shall be allocated to those services in accordance with criteria adopted by the state board to carry out the provisions of this chapter.

18864. There shall be a transition period from California Library Services Act services and funding to the Library of California Act services and funding.

18865. Funding provided under this chapter shall support the costs of administering its provisions and delivering its services.

18866. The sum of ten million dollars ($10,000,000) is hereby appropriated from the General Fund to the state board for the purpose of funding the start-up phase of the Library of California as set forth in this chapter for expenditure in the 1998–99 fiscal year to pay the costs of all of the following:

(a) Telecommunications infrastructure to support up to 1,000 libraries, including, but not limited to, the costs of linking systems and installing regional servers.

(b) Statewide information database licenses.

(c) Reimbursement for interlibrary loans and direct loans pursuant to subdivisions (a) and (c) of Section 18844.

(d) Regional library network development.

(e) Support for statewide coordination.

Article 8. Transition

18870. (a) The transition period from the California Library Services Act to the Library of California Act shall begin on the effective date of this chapter.

(b) As new program elements and state funds are phased in to implement this chapter, they will replace and augment the corresponding program elements and funds in the California Library Services Act.

~~(c) It is the intent of the Legislature that, when all~~

(c) When all program elements of the California Library Services Act have been replaced and augmented under the provisions of this chapter, the California Library Services Act ~~will be~~ *Chapter 4 (commencing with Section 18700) is hereby* repealed unless a subsequent act of the Legislature continues it in full force and effect. *During the transition period this chapter shall control in case of conflicts between this chapter and the California Library Services Act.* The state board shall file a written notice with the Secretary of the Senate and the Chief Clerk of the Assembly notifying the Legislature of the fact, and date, of full implementation of this chapter.

~~SEC. 2. Section 1 of this act shall not become operative unless funds are provided in the Budget Act of 1998 for implementation of Section 1 of this act.~~

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SENATE COMMITTEE ON EDUCATION
Leroy F. Greene, Chairman
1997-98 Regular Session

BILL NO: SB 409
AUTHOR: Alpert
AMENDED: Introduced 2/18/97
FISCAL COMM.: Yes HEARING DATE: April 16, 1997
URGENCY: No CONSULTANT: Jim Wilson

SUMMARY

This bill builds upon and replaces the public library network that was established by the California Library Services Act (1977) with an expanded multi-type library network to be known as The Library of California.

BACKGROUND

The California Library Services Act (CLSA) was enacted in 1977 to improve library services statewide and facilitate public access to the resources of all libraries in the state. The CLSA established the California Library Services Board, with the State Librarian as its chief executive, to oversee the administration of the CLSA.

The CLSA provided for the voluntary membership of any California public library, or library system, in a reciprocal inter-library loan arrangement under which libraries that provide more materials than they borrow, may be reimbursed for the handling costs associated with the imbalance. Currently 172 local public libraries, in 15 public library systems, are members of the CSLA.

ANALYSIS

This bill:

Enacts the Library of California Act (LCA) to replace the California Library Services Act (CLSA) of 1977 as the law governing inter-library loan and other cooperative services among libraries in California.

Provides for transition between the programs established under the CLSA and their re-establishment under the

LCA, with the intent that the CLSA will be repealed following the transition.

Provides for a Library of California Board to replace the CLSA created California Library Services Board. Both boards would have nine members appointed by the Governor and four members appointed by the Legislature (2 from each house). Members of both boards serve without compensation, except for expenses, for four year terms. Members of the new Library of California Board would be limited to two terms. Members of the existing California Library Services Board would automatically become members of the new board upon enactment of this bill.

Provides for the creation of regional library networks (5 are planned). All libraries that wish to participate in the Library of California would have to be members of one of the regional networks, each of which would:

Provide for telecommunications and regional exchange of information among members.

Provide intra-regional delivery service to move materials among member libraries.

Provide on-line access to the information files, resources and bibliographic records of its members in a manner that makes them available regionally and statewide.

Provides that participating libraries must agree to share resources with other members of the region, agree not to reduce funding for library services as a result of network participation and must meet specified standards including having paid professional staff.

STAFF COMMENTS

The Library of California represents a major expansion to the network currently operated under the CLSA. Where the CLSA is comprised of 172 public libraries, the Library of California is intended to include 8,000 public, academic (higher education), school (K-12) , special (legal, medical, etc.) and private (corporate, foundation, etc.) libraries.

The larger networking proposed for the Library of California would be made possible by use of the regional structure and technology. Existing electronic networks, such as those used by the academic libraries, would be able to talk to each other through a common oinformation retrieval protocolo, allowing the existing systems to continue to be used locally.

This bill is sponsored by the California Library Association and is the culmination of a ten year collaborative planning process involving two thousand librarians and library supporters throughout the state.

The requirement that participating libraries have paid professional staff with specified credentials is negotiable with the regional network, but the requirement may still prevent, or discourage, many K-12 school libraries from participating.

The Senate Engrossing and Enrolling Clerk has noted the need for two technical amendments to correct minor errors in the bill as printed. Staff recommends that the bill, as introduced, be amended as follows:

On page 3, line 26, strike ononEnglisho and insert

onon-English-speakingo

On page 4, line 39, strike osupplement, to o and insert

osupplement to,o

SUPPORT

Association of Independent California Colleges and Universities (AICCU)
California Library Association
City of Downey
Education Council for Technology in Learning (ECTL)

Friends of California Libraries
Kern County Superintendent of Schools
Stanislaus County Free Library
12 letters from citizens and library directors
California Department of Education

OPPOSITION

None received

SENATE RULES COMMITTEE SB 409
Office of Senate Floor Analyses
1020 N Street, Suite 524
(916) 445-6614 Fax: (916) 327-4478

THIRD READING

Bill No: SB 409
Author: Alpert (D), et al
Amended: 4/28/97
Vote: 21

SENATE EDUCATION COMMITTEE : 11-0, 4/16/97
AYES: Greene, Alpert, Hayden, Hughes, Knight, McPherson, Monteith, O'Connell, Sher, Vasconcellos, Watson
NOT VOTING: Dills, Haynes

SENATE APPROPRIATIONS COMMITTEE : 12-0, 1/28/98
AYES: Johnston, Alpert, Burton, Calderon, Dills, Johnson, Karnette, Kelley, Lee, McPherson, Mountjoy, Vasconcellos
NOT VOTING: Leslie

SUBJECT : Libraries

SOURCE : California Library Association

DIGEST : This bill builds upon and replaces the public library network that was established by the California Library Services Act (1977) with an expanded multi-type library network to be known as The Library of California.

NOTE: Author commits to amend to provide planning funds only.

ANALYSIS : The California Library Services Act (CLSA) was enacted in 1977 to improve library services statewide and facilitate public access to the resources of all libraries in the state. The CLSA established the California Library Services Board, with the State Librarian as its chief executive, to oversee the administration of the CLSA.

The CLSA provided for the voluntary membership of any California public library, or library system, in a reciprocal inter-library loan arrangement under which libraries that provide more materials than they borrow, may be reimbursed for the handling costs associated with the imbalance. Currently 172 local public libraries, in 15 public library systems, are members of the CLSA.

This bill:

1. Enacts the Library of California Act (LCA) to replace the California Library Services Act (CLSA) of 1977 as the law governing inter-library loan and other cooperative services among libraries in California.

2. Provides for transition between the programs established under the CLSA and their re-establishment under the LCA, with the intent that the CLSA will be repealed following the transition.

3. Provides for a Library of California Board to replace the CLSA created California Library Services Board. Both boards would have nine members appointed by the Governor and four members appointed by the Legislature (2 from each house). Members of both boards serve without compensation, except for expenses, for four year terms. Members of the new Library of California Board would be limited to two terms. Members of the existing California Library Services Board would automatically become members of the new board upon enactment of this bill.

4. Provides for the creation of regional library networks (5 are planned). All libraries that wish to participate in the Library of California would have to be members of one of the regional networks, each of which would:

   A. Provide for telecommunications and regional exchange of information among members.

   B. Provide intra-regional delivery service to move materials among member libraries.

5. Provide on-line access to the information files, resources and bibliographic records of its members in a manner that makes them available regionally and statewide.

6. Provides that participating libraries must agree to share resources with other members of the region, agree not to reduce funding for library services as a result of network participation and must meet specified standards including having paid professional staff.

Comments (According to the Senate Education Committee analysis):

1. The Library of California represents a major expansion to the network currently operated under the CLSA. Where the CLSA is comprised of 172 public libraries, the Library of California is intended to include 8,000 public, academic (higher education), school (K-12), special (legal, medical, etc.) and private (corporate, foundation, etc.) libraries.

2. The larger networking proposed for the Library of California would be made possible by use of the regional structure and technology. Existing electronic networks, such as those used by the academic libraries, would be able to talk to each other through a common "information retrieval protocol", allowing the existing systems to continue to be used locally.

3. This bill is sponsored by the California Library Association and is the culmination of a ten year collaborative planning process involving two thousand librarians and library supporters throughout the state.

4. The requirement that participating libraries have paid professional staff with specified credentials is negotiable with the regional network, but the requirement may still prevent, or discourage, many K-12 school libraries from participating.

FISCAL EFFECT : Appropriation: No Fiscal Com.: Yes Local: No

Fiscal Impact (in thousands)

Major Provisions	1998-99	1999-2000	2000-2001	Fund
Library of California Start up costs	$5,000*	--	--	General
Program expansion	--	$10,000	$20,000*	General

* Appropriated in the bill.

** Program implemented over a multi-year period with projected annual costs of $50 million within five years and $100 million when fully implemented to include 8,000 libraries.

The bill would convert the existing California Library Services Board to the new board. Most of the costs in the bill would be for reimbursing participating libraries for the costs of providing direct services to patrons. The increased annual costs are based on increased participation by libraries and increased use by patrons.

SUPPORT : (Verified 1/28/98)

California Library Association (source)
Association of Independent California Colleges and Universities (AICCU)
City of Downey
Education Council for Technology in Learning (ECTL)
Friends of California Libraries
Kern County Superintendent of Schools
Stanislaus County Free Library
California Department of Education
Alameda County Board of Supervisors
12 letters from citizens and library directors

NC:nf/jk 1/28/98 Senate Floor Analyses
SUPPORT/OPPOSITION: SEE ABOVE
**** END ****

Date of Hearing: June 3, 1998

ASSEMBLY COMMITTEE ON EDUCATION
Kerry Mazzoni, Chair

SB 409 (Alpert) - As Amended: April 20, 1998

SENATE VOTE : 30-4

SUBJECT : Library of California Act.

SUMMARY : Establishes the Library of California Act to replace the public library network that was established by the California Library Services Act (1977) with an expanded multi-type library network to be known as "The Library of California." Specifically, this bill :

1) Enacts the Library of California Act (LCA) to replace the California Library Services Act (CLSA) of 1977 as the law governing inter-library loan and other cooperative services among libraries in California.

2) Provides for a Library of California Board (LCB) to replace the California Library Services Board (CLSB) created by the CLSA. Like the CLSB, the LCB would be comprised of thirteen members with nine members appointed by the Governor, two members by the Senate Rules Committee and two members by the Speaker of the Assembly. Members of the LCB would serve four year terms (limited to two terms) without compensation, except for expenses. Members of the existing California Library Services Board would automatically become members of the new board upon enactment of this bill. Requires the LCB to adopt rules, regulations and general policies for the purposes of implementing the bill. Allows the LCB to direct the State Librarian in the administration of the LCA.

3) Provides for the creation of regional library networks (5 are planned). Each regional library network would be required to submit a plan for approval to the LCB that includes, among other things, an organization structure, bylaws, membership policies, and a long-range plan including the transition of services from the CLSA to the LCA. Requires each network to establish a regional library council, as specified, for the purpose of administrative responsibility, adopting an annual plan of service, assuring the appropriate expenditure of funds, and submitting annual budget proposals to the LCB. Requires each network to provide for a) telecommunications and regional exchange of information among members; b) intra-regional delivery service to move materials among member libraries; c) on-line access to the information files, resources and

bibliographic records of its members in a manner that makes them available regionally and statewide.

4) Requires libraries participating in the network to a) share resources and services with other members of the network; b) provide resources and services for other members of the network; and c) meet minimum resource-sharing performance standards of the network. Provides that no membership fees or service fees may be assessed for access to state-funded services.

5) Provides for transition between the programs established under the CLSA and their re-establishment under the LCA. States the intent of the Legislature that the CLSA will be repealed following the transition. Requires the Library of California Board to inform the Legislature when the LCA has been fully implemented.

EXISTING LAW : Establishes the CLSA for the purposes of improving library services statewide and facilitating public access to the resources of all libraries in the state. The CLSA established the California Library Services Board, with the State Librarian as its chief executive, to oversee the administration of the CLSA.

The CLSA provides for the voluntary membership of any California public library, or library system, in a reciprocal inter-library loan arrangement under which
libraries that provide more materials than they borrow may be reimbursed for the handling costs associated with the imbalance. Currently 172 local public libraries, in 15 public library systems, are members of the CSLA.

FISCAL EFFECT : Unknown. However, the bill will not become operative unless funds are provided in the Budget Act for implementation.

COMMENTS :

Expansion of Service Capability . The Library of California represents a major expansion to the network currently operated under the CLSA. Where the CLSA is comprised of 172 public libraries, the Library of California is intended to include 8,000 public, academic (higher education), school (K-12), special (legal, medical, etc.) and private (corporate, foundation, etc.) libraries.

The larger networking proposed for the Library of California would be made possible by use of the regional structure and technology. Existing electronic networks, such as those used by the academic libraries, would be able to communicate with each other through a common information retrieval protocol, allowing the existing systems to continue to be used locally.

This bill is sponsored by the California Library Association and is the culmination of a ten year collaborative planning process involving two thousand librarians and library supporters throughout the state.

Arguments in Support . This bill will provide Californians with greater access to information by expanding network capabilities.

Arguments in Opposition . None on file.

REGISTERED SUPPORT / OPPOSITION : (as of 5/29/98)

Support

California Library Association (sponsor)
Madera County Library
Sacramento Public Library
An individual

Opposition

None on file.

Analysis prepared by : Brendan Twohig / aed / (916) 319-2087

Date of Hearing: July 1, 1998

ASSEMBLY COMMITTEE ON APPROPRIATIONS
Carole Migden, Chairwoman

SB 409 (Alpert) - As Amended: 6/15/98

Policy Committee: Education Vote: 15 - 0

Urgency: No State Mandated Local Program: NoReimbursable: No

SUMMARY

This bill enacts the Library of California Act to administer a statewide network of public, academic and private libraries to coordinate services, such as inter-library loans, intrasystem communication, and reference services.

Specially, this bill:

1. Enacts the Library of California Act (LCA) to replace the California Library Services Act (CLSA) of 1997 as the law governing inter-library loans, reference services, and other cooperative services among libraries in California.

2. Re-establishes a 13-member state-level governing board, the Library of California Board (LCB), to adopt regulations and general policies to implement the LCA.

3. Creates regional library networks (5 are planned). Each network must submit a plan for approval to the LCB to establish regional councils to oversee the regional infrastructure for interlibrary services, and communication.

FISCAL EFFECT

Appropriates $10 million from the GF to the LCB to provide funds to eligible libraries to cover start-up costs for a network or to enhance services.

BACKGROUND

Purpose . According to the sponsor, the California Library Association, this bill represents a major expansion to the existing network of 172 public libraries. The new network will include 8,000 public, academic, special, and private libraries across the state. This bill is the culmination of a 10-year

- continued

collaborative planning process involving 2,000 librarians and library supporters throughout the state.

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SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, July 16, 1998

(approved as amended 8/4/98)

The San Francisco Public Library Commission held its regular meeting on Thursday, July 16, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:46 PM by President Charles A. Higueras Commissioner Chin joined the meeting at 5:55PM.
The following members were noted present: President Higueras and Commissioners Agnos, Coulter, and Llorente. Commissioners Steiman and Streets were noted excused attendance.

APPROVAL OF MINUTES of the regular meeting of July 7, 1998.

MOTION: approval of the Minutes of July 7, 1998 was moved by Commissioner Coulter, seconded by Commissioner Llorente.

Public Comment: An anonymous member of the public expressed concern that the agenda and minutes were not available on the Commission website, questioned the presentation of Commissioner Streets remarks concerning the proposed Hormel Resolution, noted a proof-reading error in report concerning the loss of the meeting quorum, noted a description of his public comment did not make sense, and opposed approval of the Minutes. Mr. Tortuga Bi Liberty inquired about the appropriate opportunity to comment on the Request For Proposals (RFP) for the Post Occupancy Evaluation (POE). Mr. Peter Warfield requested additional information regarding the special subcommittee of OMI Neighbors In Action working on the new Ocean View Branch, concerning the nature of the third party use of a computer lab in the new structure, and requested a specified listing of the online catalog improvements (check shelf replacing available in the online catalog, use of hard return to enter commands, and 1874 individuals trained in system use in 1996-97 and 1731 trained in 1997-98) discussed in the City Librarian's report.

President Higueras noted that a report on online catalog issues would be forthcoming.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Higueras, and Llorente)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri reported on items requested by Commissioners to be placed on a commission meeting agenda in the next several months. She proposed the following to response to various Commissioner's requests: Commissioner Steiman's request for changes in the book reserve process at the August 4th meeting; Commissioners

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Agnos and Streets' request for a three year reconciliation of the book budget at the October 6th meeting; Commissioner Llorente's request for an update on library audit recommendations at the 2nd October meeting; and Commissioner Steiman's request for Ms. Barbara Will to make a presentation on the Library of California at the October 6th meeting. The City Librarian requested a clarification of Commissioner Chin's request for library use statistics. Ms. Minudri proposed to report on the new Records Retention Policy at the November 6th meeting. The City Librarian also noted that she and the Commission Secretary would begin holding regular meetings to develop new library policies to present to the Commission for its approval. In response to a question from Commissioner Llorente, she said that initial attention would be given to gaps in existing policy. Commissioner Chin clarified her request asking for a report on the kinds of library services that the proposed Library of California could make available in contrast to library services the San Francisco Public Library currently provides. Ms. Minudri proposed providing that report at a September meeting.

Public comment: Mr. Ed Regan asked concerning what Library policies were to be addressed and if a compilation of existing policies could be made available to the public.

President Higueras directed that a compilation of existing Library polices be provided at the next meeting of the Commission.

MISSION BRANCH RENOVATION PROJECT REPORT

A report was presented by Mr. Roger Wong of the Department of Public Works on the progress during July of renovation of the Mission Branch Library, (copy attached). Mr. Wong informed the Commissioners that the work remains on schedule. The first floor construction is largely completed. Ductwork and electrical conduit work were reported 97% completed. Some new site problems have been identified on the main floor. Mr. Wong called the Commission's attention to anticipated problems involving the ceiling and wall joints, some of the attic catwalk supports, and in particular, problems with the installation of concealed structural steel columns adjoining decorative plaster work. He noted possible delays created by these problems could be anticipated. No new change orders were submitted in this report. In response to a question by Commissioner Llorente, Mr. Wong reported that some problem areas were not represented fully in building drawings. In addition, garbage dumping in storage containers had created some minor difficulties. Mr. Wong noted that the terra-cotta decorative work is now largely completed, potentially eliminating some of these complaints. In response to a question, he informed Commissioner Higueras of the project's 20% contingency budget and that the project was well within this limit.

LIBRARY FOUNDATION EVENTS MANAGEMENT REPORT

Ms. Cindy Morton, Library Foundation Director of Special Events, presented the events management report for the first two quarters of this year, (copy attached). Ms. Morton reported a 25% increase in income this year. She noted this increase as resulting from several highly profitable large scale events with low overhead costs. In response to a question from President Higueras, she described the anticipated rental and income cycle during the next year. The Foundation's Director of Special Events particularly noted increased demand for use of the Koret Auditorium. Ms. Morton noted that having two years experience holding events in the building provided a more realistic assessment of income opportunities. Commissioner Coulter inquired regarding efforts to identify policy or rule changes that could simplify holding events in the building, thereby providing opportunities to increase income from rentals. Ms. Morton reported that current rules were working reasonably well for both renters and Library staff. Commissioner Coulter also asked about making the Koret Auditorium available to rent in periods where there is no community request to use it. Commissioner Llorente asked concerning any problems resulting from holding closed to the public events in the Library during library hours. Ms. Morton reported no difficulties thus far. The City Librarian noted that the Library's meeting policy allows only public meeting during library hours and any changes would require revising the current policy. Ms. Morton, responding to a question from Commissioner Agnos outlined the cooperative relationship between events management and the Library's public meeting and community events office to facilitate community groups use of Library facilities. She also reported that film location work was very profitable for the Library with relatively very low costs. She also discussed her experience of the seasonal cycle in the annual demand for use of the building.

Public comment: Mr. Tortuga Bi Liberty suggested that private events be charged 100% higher fees than those for public meetings. An anonymous member of the public noted mention of the meeting room policy in context that when events are held in the Library those attending private events attract attention of members of the public as they gather and some uninvited may seek to observe whatever is occurring. It was noted that specific commitments were made when the Foundation Memorandum of Understanding (MOU) was approved that no changes in the meeting room policy would result. Mr. Peter Warfield indicated appreciation that the Foundation Events Management did not propose holding closed events during open library hours and expressed the view that private functions held during library hours would exclude members of the public from full use of the public library that citizens have paid a large amount to create. He also noted that the $100,000.00 annual Foundation fee could leave only $10,770.000 in net revenues from rentals to the Library, and asked what original revenue goals had been projected for events management to produce. Several Commissioners noted rental income was a part of the significant funds the Library Foundation provides to the Library.

HORMEL RESOLUTION

President Higueras introduced discussion of a revision of the Resolution (copy attached) in support of the United States Senate's approval of the nomination of Library patron James C. Hormel to be American Ambassador to Luxembourg. Commissioner Llorente noted the importance of the issues addressed in the revised proposal, defending the Library Bill of rights and more clearly discussing Mr. Hormel's role as a benefactor of library programs rather than a decision maker of their content. Commissioner Agnos proposed amending the draft language to include an additional clause reading,

" WHEREAS, the same material found in the Hormel Gay and Lesbian Center can also be found in the nation's largest library, the Library of Congress, and no senator has called for the removal of this material, and".

Commissioner Coulter explained the importance of the Library Commission 's responding to critiques of the Hormel Center made by some Senators by emphasizing the important First Amendment role of public libraries. There was some discussion of various aspects of the text related to supporting Freedom of Expression.

MOTION: approval of the Resolution as amended was moved by Commissioner Agnos, seconded by Commissioner Coulter.

Public comment: Mr. Tortuga Bi Liberty expressed appreciation that the resolution emphasized the importance of Freedom of Expression and that philanthropists should not be "chilled" in expressing support for controversial issues. An anonymous member of the public applauded Commissioner Streets' call for the Commission to "take the high road" in adopting this resolution and recommended considering how aspects of such an approach apply specifically to the U.S. Senate and how they may apply in general. Reasons cited justifying such an approach included not imputing motives, not characterizing opposition, showing compassion and charity rather than aggressiveness illustrated by a reference to past library controversies. The anonymous member of the public emphasized the importance of the underlying issue, intellectual freedom, to librarians.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Higueras, and Llorente)

President Higueras directed that copies of the resolution will be sent to Senators Boxer and Feinstein to be included in the official record of the nomination process.

REQUEST FOR PROPOSALS (RFP) FOR THE POST OCCUPANCY EVALUATION (POE) OF THE MAIN LIBRARY REPORT

President Charles Higueras outlined the process that has occurred during recent months as the Library working with the City Attorney's Office and the Human Rights Commission refining and clarifying the draft text of the proposed Request For Proposals (RFP) for the Post Occupancy Evaluation (POE) of the Main Library (copy attached) to insure conformity with the city contract regulations and the requirements of law. He introduced Deputy City Attorney Adine Varah who discussed this lengthy process whereby these issues were considered. She outlined details of the current draft. Commissioner Llorente inquired concerning the nature of the issues being considered by the Human Rights Commission and the timeline for submission. The Commission Secretary reported that the principle issue remaining involved choice of a process to handle bids submitted which could facilitate greater participation by minority or women owned businesses. President Higueras requested that these issues be resolved so that the Commission could quickly approve a request for proposals and begin this process. Commissioner Coulter expressed concern at the relatively brief attention to potential uses for Brooks Hall as opposed to extensive discussion of other building issues in the proposed text. President Higueras discussed weighting the priorities to be addressed in the Post Occupancy Evaluation.

Public comment: Mr. Tortuga Bi Liberty requested that the Post Occupancy Evaluation address Main Library shelf space needs, means of access to books stored in Brooks Hall, and adjusting Main Library hours to better serve the public. Mr. Ed Regan objected to expending $250,000.00 to conduct this study and questioned the validity of the proposed public opinion survey process. An anonymous member of the public expressed concerns with what he perceived as significant reductions in specific mention of staff issues in this draft and requested that Dr. Cranz, the Request For Proposals (RFP) consultant, explain changes included in this draft. Mr. Peter Warfield expressed agreement with concerns about the brief attention to Brooks Hall in the current draft, inquired concerning lack of specific discussion of the planning history of the building as an element of the evaluation, issues involving shelving and space for books, open shelving, and public access to books, a lack of mention of specific professional qualifications, particularly librarians or library experience, for those chosen to conduct the evaluation. Also mentioned were a lack of specific guarantees that members of the public would have their views included in the evaluation process. He additionally proposed public meetings and published public comments from a variety of library users and non-users of the library.

FUHRMAN TRUST REPORT

The City Librarian provided a brief outline of the Library's efforts to obtain a complete and accurate report on the status of the Fuhrman Trust from the Controller, the City Treasurer, and the Department of Real Estate. Ms. Minudri reported $357,000.00 budgeted and $265,000.00 were expended in accordance with the terms of the trust in 1996-97. She noted $325,000.00 from the Fuhrman Trust is budgeted for 1998-99. The funds were described as deriving from oil lease income, pooled investment income, and grazing rights income divided between the Library and the Recreation and Park Department. The City Librarian outlined the various areas where current financial data was unavailable. She distributed a proposed financial work sheet (copy attached) proposed to provide a detailed breakdown of the fund. Library supervising finance officer George Nicols described how the proposed document would present the information concerning the Trust's accounts and various fund balances. He described his research efforts and expressed hope that detailed information could be provided at the second August Commission meeting. In response to his question. Commissioner Llorente was informed concerning the role of the joint trustees of the Fuhrman Trust, the Library and the Recreation and Park Commissioners, with funds managed by the City Treasurer, the Controller, and the Real Estate Department.

Public comment: Mr. Ed Regan noted that Fuhrman Funds are equally divided between the Library and the Department of Recreation and Park and expressed his concern that not enough books being bought on politics and economics according to the requirements of Mr. Fuhrman's bequest, that more copies of the United States Government Manual should be available at the Main and in the branch libraries. An anonymous member of the public acknowledged that discussion of the Fuhrman Trust likely to create a headache, expressed the view the City Librarian was inaccurate in saying that Fuhrman Trust expenditures had been reported since January, noted that the current comprehensive Controller's Report seem to obscure the status of the Fuhrman Fund in contrast to a 1985 Controller's Report, pointed out that the Controller's office is required to maintain detailed breakout sheets on the Fuhrman Fund, called attention to the description of this agenda item as a "current" status of the Fuhrman Fund leaving no report for the last fiscal year. Mr. Peter Warfield inquired why the financial work sheet provided to the public had no figures in any columns, asked concerning various Fuhrman fund figures mentioned in previous meetings, wished to know when a report might be available.

LIBRARY OF CALIFORNIA ACT (SB409) RESOLUTION

The City Librarian presented an overview of the proposed Library of California project and it current status in the suspense file at the state legislature. The City Librarian noted that Commissioner Steiman had requested that the Commission act to express its support for SB 409, legislation providing a framework to create a statewide network of public and private libraries. In response to Commission President Higueras' inquiry Ms. Minudri noted that this proposal would have minimal fiscal impact on our Library budget. She also noted that the bill, if adopted, appropriates $10 million to develop the network. Commissioner Chin asked if the proposed network would include university libraries as well. The City Librarian confirmed that it would include both public and private academic libraries. Commissioner Llorente asked concerning other public library's support or opposition to this proposal. Commissioner Chin expressed concern about future technology costs they system might generate.

MOTION: approval of the Resolution was moved by Commissioner Chin, seconded by Commissioner Coulter.

Public comment: Ms. Deborah Doyle spoke in support of the resolution noting statewide bi-partisan support for SB 409, called attention to its ten year planning effort, and that Californians would gain access to more than 3 billion in library resources if the Library of California becomes a reality.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Higueras, and Llorente)

President Higueras directed that a copy of the resolution will be sent to Assemblywoman Migden urging her to take action to place this bill back on the legislative agenda

LIBRARIAN'S GUILD: No report.

NEW BUSINESS: none offered

Public comment: Mr. Ed Regan requested that the Commission consider expanding Library hours.

PUBLIC COMMENT:

An anonymous member of the public spoke about matters described as profound general principles citing one of the important films of 1967, Titicut Follies, a documentary filmed at the Massachusetts State Penitentiary for the Criminally Insane, exposing institutional abuse of the mentally ill. The anonymous member of the public discussed a central political insight enunciated by R.D. Lang that anyone may be rendered marginal as illustrated in a pivotal scene in the film featuring an inmate being transformed from normal to angry and irrational through subjection to verbal abuse by prison guards while being given a haircut, thereby justifying description of him as mad.

ADJOURNMENT

MOTION: Commissioner Llorente, seconded by Commissioner Coulter moved to adjourn the meeting.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Higueras, and Llorente)

The meeting was declared adjourned at 7:52PM

Michael Housh, Library Commission Secretary 7/21/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY

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8/4/98

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, August 4, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

DOCUMENTS DEPT.
JUL 30 1998
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PUBLIC LIBRARY

LLIE L. BROWN, JR.
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ARLES A. HIGUERAS, A.I.A.
sident

AN A. STREETS
e President

ERRY AGNOS
NNIE K. CHIN
EVEN A. COULTER
NEST H. LLORENTE
ROL STEIMAN
mmissioners

GINA MINUDRI
ibrarian

CHAEL HOUSH
mmission Secretary

The meeting will be called to order
AGENDA:

1. **APPROVAL OF THE MINUTES**

   Presentation of, discussion of, and possible action to approve the minutes of regular Commission meeting of July 16, 1998. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by City Librarian Regina Minudri

   a). Report by Susan Hildreth, Deputy City Librarian
   b). Report by Marcia Schneider, Chief of Branches/Community Relations
   c). Report by Roberto Esteves, Chief of the Main

3. **REQUEST FOR PROPOSALS-POST OCCUPANCY EVALUATION** **ACTION**

   Presentation of, discussion of, and possible action to approve a Request for Proposals (RFP) to conduct the Post Occupancy Evaluation (POE).

4. **COMMISSION MEETING SCHEDULE REVISION** **ACTION**

   Presentation of, discussion of, and possible action to approve a change in the Commission meeting schedule moving the 2nd October meeting to Thursday, October 22, 1998.

5. **FUHRMAN TRUST REPORT**
   Report on the Fuhrman Trust

6. **LIBRARIANS' GUILD REPORT**

7. **NEW BUSINESS**
   (This item is to allow Commissioners to introduce new agenda items for consideration.)

8. **PUBLIC COMMENT**
   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **ADJOURNMENT** (requires motion and public comment) **ACTION**

7/27/98 - M.Housh, Commission Secretary

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

July 29, 1998

Library Commission
San Francisco Public Library

Commissioners,

Attached is the City Librarian's annual report on the Fuhrman Trust Fund. The report summarizes the condition of the fund through the end of the prior fiscal year and provides an analysis of its future condition. The analysis is based on projections of revenue over the next two fiscal years and on budgeted expenditures. The report also contains recommendations on actions that we believe are necessary to ensure the integrity of the fund. I look forward to discussing this with you in more detail during your next meeting.

Regina Minudri

Regina Minudri
City Librarian

Attachment

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SAN FRANCISCO, CALIFORNIA 94102

STATUS OF THE FUHRMAN TRUST FUND

ANNUAL REPORT

LIBRARY COMMISSION
SAN FRANCISCO PUBLIC LIBRARY

August 4, 1998

Regina Minudri, City Librarian
George M. Nichols, Chief Financial Officer

I. INTRODUCTION

The Library Commission is a trustee for a charitable trust established in 1940 by Alfred Fuhrman. The trust was initially established for (1) the acquisition of books on economics and political science; and, (2) the adornment of Golden Gate Park. Upon acceptance of the bequest, the Board of Supervisors appointed the Library Commission and the Recreation and Park Commission as trustees of the fund. As trustees, the Library Commission and the Recreation and Parks Commission share a fiduciary responsibility to administer the terms of the Fuhrman Trust.

In 1993, at the direction of the Library Commission, the City Attorney requested the Probate Court to consider expanding the use of the Library's funds to include non-print forms of material related to economics and politics. The Court agreed and the trust language was modified.

The bequest included local real estate, which was sold many years ago, and oil-rich land located in Kern County. Until recently, this land was leased on a long-term basis to Shell Oil which paid royalties to the City for the oil it produced. The lease with Shell Oil, initiated in 1963, expired in March 1998. The lease was recently reassigned to ERA Energy and extended an additional 22 years – through the year 2020. In accordance with the terms of the trust, the revenue received from the lease is divided equally between the Library and the Recreation and Parks Department.

II. ANALYSIS

Current Condition

As of July 20, 1998, the Fuhrman Trust Fund (Fund) had reserves of approximately $4.3 million -- $1.5 million on deposit in an agency account for the San Francisco Public Library (SFPL) and $2.8 million in an agency account for the Recreation and Parks Department (RPD).[1] Although the current fund balance is substantial, royalty income which constitutes a significant portion of the annual revenues earned by the Fund, is in sharp decline. Moreover, as royalties decline and remaining reserves are drawn down to fund ongoing program, interest income earned by the Fund will also diminish.

Fiscal Year 1997-98 Revenue

The Fund has two sources of income; (1) revenue from rents and concessions managed by the Department of Real Estate; and, (2) earnings from investments managed by the City Treasurer. In FY 1997-98, income from these sources totaled $680,000. These are described below.

Rent and Concessions: Revenue from rents and concessions consists primarily of royalties paid to the City by a private contractor for crude oil produced on 800 acres in Kern County. The land is owned by the City and royalty income from the oil is deposited into the Fund. In addition to royalties, a very small amount[2] is derived from two grazing leases. In FY 1997-98, rent and concession income totaled $383,000. In accordance with the terms of the trust, this amount was allocated equally to the agency accounts of the SFPL and the RPD. In FY 1997-98, earnings from rents and concessions comprised 56.4 percent of the $680,000 in revenue credited to the Fund.

Royalty income declined precipitously in FY 1997-98. According to data from the Department of Real Estate, in the two fiscal years proceeding FY 1997-98, income from this source averaged $549,000 per year. In comparison, $383,000 in royalty income was received in FY 1997-98 -- $166,000 or 30.2 percent less than the average over the preceding two years.

The decline which began in December 1997, continued at an accelerated pace through the end of the fiscal year. From December 1997, to June 1998, revenue dropped from $40,000 in December to $13,000 in June – a 67.5 percent decline in the amount received monthly over that period of time. Monthly royalty payments for FYs 1995-96 through 1997-98 are displayed on Attachment I. The decline in royalty income is attributable to:

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[1] The Fund consists of two agency accounts – one for the SFPL and one for RPD. The accounts are managed separately. The variance in account balances results from cumulative differences in amounts expended annually and differences in investment strategies employed by the two departments over the years.

[2] Grazing leases provide approximately $3,700 per year.

1. The depletion of reserves in oil fields owned by the City. The field has been in production for over 50 years.

2. The increasing costs of pumping the remaining crude oil from the ground. The increased cost of operation has made this a less attractive and less profitable venture.

3. A lower grade of oil is being pumped which brings a lower price on the market.

The original lease between the City and Shell Oil Company was signed in 1963. This was a 35 year agreement that expired in March of 1998. The lease has since been extended and assigned to ERA Energy for an additional 22 years – through the year 2020. Although the lease has been extended and reassigned, the Department of Real Estate is unable to advise us on: (1) how much longer the oil fields will be in production; and (2) how much revenue will be generated from month to month.

Investment Income: The Fund's reserve may be invested in two ways; (1) through a pooled money investment account; and/or, (2) a non-pooled investment account. Pooled investments represent a general investment strategy executed by the Treasurer on behalf of city departments funded by the General Fund. Non-pooled investments represent a specific investment strategy executed by the Treasurer at the request of departments with proprietary funds (non-General Fund) such as the Fuhrman Trust Fund. According to the Treasurer, non-pooled moneys are generally invested in short-term treasury bills and/or notes.

Although in the past, the Library has invested in non-pooled accounts, it did not do so in FY 1997-98; and, the Treasurer invested the Fund's reserves in the pooled money account. In FY 1997-98, pooled investments yielded approximately $297,000 – an estimated return of 6.9 percent. Of this amount, the SFPL and the RPD were apportioned $171,000 and $126,000, respectively.[3] Investment income comprised 43.6 percent of the $680,000 in revenue credited to the Fund in FY 1997-98.

Projecting the Future Condition of the Fund: FY 1998-99 and Beyond

Given the factors described above, it is clear that royalty income is a declining source of revenue. Moreover, it is reasonable to assume that at some point in the not too distant future, this enterprise will cease to be cost-effective and that royalty payments will end.

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[3] The reasons for the variance in how interest was credited are not known at this time. The data suggests that the SFPL earned interest at a rate of 10.9 percent; while, the RPD's rate of return was 4.6 percent. Controller advises that the average rate of return on pooled investments is approximately 6 percent.

With the information available, predicting when this will occur is not possible. However, for short-term budget planning (1 to 3 years), we can make assumptions regarding revenue and expenditures that can inform long-term decision-making.

Attachment II, is a balance sheet for the Fund. It displays the Fund's assets, liabilities, and equity. Attachments III and IV, contain an analysis of the Fund. The analysis covers FYs 1997-98 through 1999-00. Attachment III, provides detail on reserves, revenue, and expenditures for both the SPFL and the RPD. Attachment IV, displays the same detail for the SFPL.

The analysis is based on prior year (FY 1997-98) carry-forward balances, revenue, and expenditures;[4] and, on assumptions regarding FY 1998-99 and 1999-00 revenue and expenditures. The assumptions used in analyzing or projecting the future condition of the Fund are:

1. Interest earnings from investments are calculated at 6 percent of the available balance in each agency account. The Controller advises that for planning purposes, 6 percent is appropriate. This analysis does not assume that earnings will be apportioned to the SFPL and the RPD on the same ratio that they were apportioned in FY 1997-98.

2. Total income from rents and concessions (royalties) will generate $12,000 per month or $144,000 per year in FYs 1998-99 and 1999-00. This revenue will be apportioned equally to the SFPL and the RPD. Projected revenue is significantly less than the $40,000 to $50,000 per month received in the two years prior to FY 1997-98; and, less than the average monthly amount ($18,466) received from January 1998 through June 1998. As indicated previously, the Department of Real Estate is unable to project how much longer the wells will be productive. They have however, advised us to be cautious in our projections of this revenue[5]. The projection used in this analysis is consistent with that advice.

3. In the current fiscal year (1998-99) $325,000 is appropriated to the SFPL from the Fund. This analysis assumes that this amount will be fully spent. The analysis also assumes that a like amount will be appropriated and spent in FY 1999-00.

Findings and Recommendations

Since its inception, the Fund has provided the SFPL with a significant source of funding to build and enhance its collection of economics and political science material. Over the years, the SFPL has spent in excess of $3.9 million from the Fuhrman Funds on this material.

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[4] As recorded in the City's Financial Accounting Management Information System (FAMIS). This is the City's online budget and accounting system.

[5] Revenue for July 1998 was $11,071.

Based on this analysis, it is clear that spending at current budgeted levels will quickly deplete the Fund's reserves. As shown in this analysis, expenditures will exceed projected revenue in FYs 1998-99 and 1999-00, by 97.4 percent and 109.7 percent, respectively. The major findings of this analysis and report are summarized below.

1. ***The Fund is currently solvent.*** As of the end of FY 1997-98, the SFPL agency account had an uncommitted balance of $1.5 million.

2. ***Royalty revenue is declining rapidly.*** Royalty income received in FY 1997-98 declined 30.2 percent from the average amount received in FYs 1995-96 and 1996-97. The Department of Real Estate (DRE) advises that monthly revenue may average only $10,000 to $12,000 per month in FY 1998-99. DRE cannot project how much longer wells will be productive or monthly royalty income.

3. ***Interest income may be overstated in FY 1997-98.*** Data suggests a return of 10.9 percent. According to the Controller, pooled money accounts earned on average 6 percent in FY 1997-98. Interest credited to the SFPL may be overstated based on the method used by Controller to apportion funds between the SFPL and RPD.

4. ***Fund cannot support annual expenditures of $325,000 as is currently budgeted.*** Based on revenue assumptions; expenditures will exceed revenue by almost 100 percent in FY 1998-99; and, by more than 100 percent in FY 1999-00. Spending at budgeted levels will result in a 21.4 percent reduction in anticipated reserves over the three year period.

If managed properly, the Fund can continue as a viable source of supplemental funding to maintain and enhance this collection. This will require the SFPL to bring expenditures in-line with anticipated or projected revenue, closely monitor royalty income, and to invest reserve funds in a way that ensures the best rate of return.

Given the existing circumstances, the following recommendations are put forth for consideration by the Commission.

1. ***Limit FY 1998-99 expenditures to $150,000.*** If additional revenue materializes, expenditures could be increased. Depending on the amount of additional revenue, current year expenditures could be increased somewhat. Limiting current year expenditures to $150,000 (or less) will ensure that expenditures do not exceed anticipated income; and, increases the year-end balance available for investing.

2. ***Reduce budgeted expenditures in FY 1999-00 from the current authorized level of $325,000 to $150,000.*** Reducing the budget to $150,000 (or less) will ensure that

expenditures do not exceed anticipated income; and, increases the year-end balance available for investing.

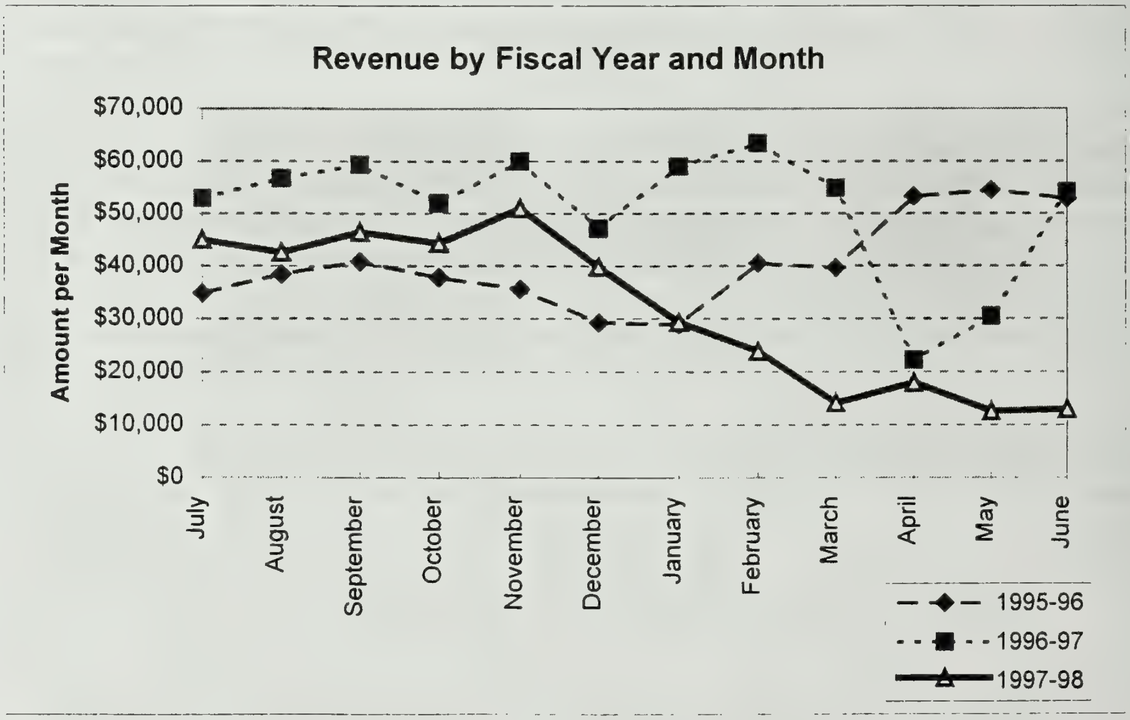
3. ***Pursue a more aggressive investment strategy with the Treasurer's Office.*** Currently, all reserves are invested in pooled accounts. Direct the Treasurer to invest a portion of the reserve in non-pooled accounts, if this strategy results in a higher yield.

4. ***Closely monitor royalty income.*** Adjust current year and budget year expenditures accordingly.

7/29/98 ATTACHMENT I

FUHRMAN TRUST FUND
ROYALTY REVENUE BY FISCAL YEAR

	1995-96	**1996-97**	**1997-98**
July	$34,868	$52,869	$45,007
August	$38,484	$56,701	$42,566
September	$40,836	$59,381	$46,463
October	$37,810	$51,952	$44,351
November	$35,595	$59,918	$50,920
December	$29,296	$47,123	$39,777
January	$28,944	$59,016	$29,349
February	$40,560	$63,416	$23,839
March	$39,638	$54,862	$14,100
April	$53,258	$22,181	$17,942
May	$54,490	$30,415	$12,600
June	$52,820	$54,124	$12,969
Total	***$486,599***	***$611,958***	***$379,883***
Average/Month	$40,550	$50,997	$31,657



COMBINING BALANCE SHEET

	SFPL	RPD	TOTAL
ASSETS			
Deposits and Investments	$1,530,324	$2,874,475	$4,404,799
Interest and Other Receivables	$13,479	$21,132	$34,611
Total Assets	**$1,543,803**	**$2,895,607**	**$4,439,410**
LIABILITIES			
Accounts Payable	$9,028	$0	$9,028
Total Liabilities	**$9,028**	**$0**	**$9,028**
FUND EQUITY			
Reserve for Appropriation Carryforward	$971,896	-$46,238	$925,658
Unrealized Estimated Sources	$264,568	$113,375	$377,943
Unreserved Balance - Available for Appropriation	$298,310	$2,828,470	$3,126,780
Total, Fund Equity	**$1,534,774**	**$2,895,607**	**$4,430,381**
Total Liabilities and Fund Equity	**$1,543,802**	**$2,895,607**	**$4,439,409**

DETAILED FUND CONDITION STATEMENT
FUHRMAN BEQUEST FUND

	ACTUALS			PROJECTED					
	1997-98			1998-99			1999-00		
	SFPL	RPD	Total	SFPL	RPD	Total	SFPL	RPD	Total
BALANCE (Carried Forward from Previous Year	**$1,553,134**	**$2,706,547**	**$4,259,681**	**$1,543,802**	**$2,895,607**	**$4,439,409**	**$1,383,430**	**$2,937,343**	**$4,320,774**
Prior Year Adjustments (Revenue/Expenditures)	$0	$0	$0	$0	$0	$0	$0	$0	$0
Adjusted Balance	**$1,553,134**	**$2,706,547**	**$4,259,681**	**$1,543,802**	**$2,895,607**	**$4,439,409**	**$1,383,430**	**$2,937,343**	**$4,320,774**
REVENUE									
Interest & Investments	$170,782	$125,901	$296,683	$92,628	$173,736	$266,365	$83,006	$176,241	$259,246
Rents & Concessions	$191,420	$191,420	$382,840	$72,000	$72,000	$144,000	$72,000	$72,000	$144,000
Other			$0			$0			$0
Total Revenue	**$362,202**	**$317,321**	**$679,523**	**$164,628**	**$245,736**	**$410,365**	**$155,006**	**$248,241**	**$403,246**
TOTAL RESOURCES AVAILABLE	**$1,915,336**	**$3,023,868**	**$4,939,204**	**$1,708,430**	**$3,141,343**	**$4,849,774**	**$1,538,436**	**$3,185,584**	**$4,724,020**
EXPENDITURES (Appropriations)	**$371,534**	**$128,261**	**$499,795**	**$325,000**	**$204,000**	**$529,000**	**$325,000**	**$204,000**	**$529,000**
BALANCE	**$1,543,802**	**$2,895,607**	**$4,439,409**	**$1,383,430**	**$2,937,343**	**$4,320,774**	**$1,213,436**	**$2,981,584**	**$4,195,020**
Ratio of Expenditures to Revenue	102.6%	40.4%	73.6%	197.4%	83.0%	128.9%	209.7%	82.2%	131.2%
Change in Year-End Balance				-10.4%	1.4%	-2.7%	-21.4%	3.0%	-5.5%

NOTES:

1) FY 1997-98 data from FAMIS as of July 20, 1998.

2) FY's 1998-99 and 1999-00 amounts estimated from information obtained from the Department of Real Estate and the City Treasurer's Office.

3) This analysis assumes revenue from "Rents and Concessions" at $12,000 per month for FYs 1998-99 and 199-00.

4) Earnings from "Interest & Investments" calculated at 6 percent of the beginning balances for both FYs 1998-99 and 1999-00.

FUND CONDITION STATEMENT

FUHRMAN TRUST FUND
San Francisco Public Library

	ACTUALS	PROJECTED	
	1997-98	1998-99	1999-00
BALANCE (Carried Forward from Previous Year)	**$1,553,134**	**$1,543,802**	**$1,383,430**
Prior Year Adjustments (Revenue/Expenditures)	$0	$0	$0
Adjusted Balance	$1,553,134	$1,543,802	$1,383,430
REVENUE			
Interest & Investments	$170,782	$92,628	$83,006
Rents & Concessions	$191,420	$72,000	$72,000
Other	$0	$0	$0
Total Revenue	$362,202	$164,628	$155,006
TOTAL RESOURCES AVAILABLE	$1,915,336	$1,708,430	$1,538,436
EXPENDITURES (Appropriations)	$371,534	$325,000	$325,000
BALANCE	**$1,543,802**	**$1,383,430**	**$1,213,436**
Ratio of Expenditures to Revenue	102.6%	197.4%	209.7%
Change in Year-end Balance		-10.4%	-21.4%

NOTE: All amounts derived from FAMIS and are current as of 7/20/98. FY's 1998-99 and 1999-00 are estimated.

DRAFT

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

Willie L. Brown, Jr.
Mayor

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President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Steven A. Coulter
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

Request for Proposals for the Post-Occupancy Evaluation of the Main Library

The City and County of San Francisco, through the Public Library Commission issues this Request for Proposals for a post-occupancy evaluation of the Main San Francisco Public Library. The purpose of this evaluation is to assess the functioning of the library along its multiple dimensions, including its social and physical performance and as a workplace. This evaluation will provide the commissioners with information on which to base their planning and budgeting for fine-tuning the building in the short term and for managing its operations in the long term.

The services to be provided by the selected consultant shall include, but are not limited to, description and evaluation of public use and reaction to the building; including specialized user groups' satisfaction with facilities, facilities, accommodations and programs, staff satisfaction with all aspects of the work environments, building performance in regard to heat, ventilation, and air conditioning (HVAC) conveyance systems, maintenance, storage, and operable and fixed equipment as well as the possible uses of Brooks Hall for Library purposes.

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

DATE: ***AUGUST 14, 1998***
Pre-proposal Conference 8/30/98 10AM
Deadline For Submission: 11/2/98 5PM

City and County of San Francisco

PUBLIC LIBRARY

Request for Proposals for Post Occupancy Evaluation of the San Francisco Main Library

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II. Scope of Work 5.

III. Submission Requirements 10.

IV. Evaluation and Selection Criteria 12.

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VI. Terms and Conditions for Receipt of Proposals 15.

VII. City Contract Requirements 18.

Appendices:

A. Human Rights Commission Attachment 2 and Forms 1, 2A, 2B, 3, 4, 5, 5A, 5B

B. Chapters 12B, 12C and 12D of the San Francisco Administrative Code, and related forms:

- Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits (form HRC-12B-101)
- Reasonable Measures Affidavit (form HRC-12B-102)
- Substantial Compliance Authorization Form (form HRC-12B-103)

C. Agreement for Professional Services (form P-500)

D. Business Tax Registration Declaration (form P-25)

REQUEST FOR PROPOSALS FOR A POST OCCUPANCY EVALUATION OF SAN FRANCISCO'S MAIN PUBLIC LIBRARY

I. INTRODUCTION

The Library has initiated a request for proposals (RFP) for a post-occupancy evaluation of the Main San Francisco Public Library in response to a city audit recommending such an evaluation. This evaluation shall be multifaceted, requiring assessment of the building's performance along several social and physical dimensions, and requiring recommendations for managing and prioritizing proposed changes.

This RFP is an invitation to consultants to submit their proposals and qualifications to conduct such a study. The library shall select the best proposal consistent with the criteria set forth in Section IV of this request for proposals (RFP) and shall negotiate a contract with the selected proposer. The final report shall be submitted to the Library within four months of the effective date of the contract. An interim progress report shall be submitted to the Library two months from the effective date of the contract.

The goals and objectives of the report shall be to:

1. provide an objective, empirical assessment of how the New Main Library is performing;

2. identify problems with the library facility and propose solutions to those problems;

3. prioritize recommended changes and improvements so that the library may deliver the highest level of service to the largest number of patrons, or those most critically affected by a particular issue;

4. provide information about the cost of any proposed changes, as well as a cost benefit analysis to assist the library in prioritizing improvements;

5. provide the library with objective information about the strengths and weaknesses of the library facilities so that the library building can better meet the needs of the public and library staff;

6. contribute to the published literature on library design guidelines in order to help San Francisco as well as other cities when they plan new libraries.

II. SCOPE OF WORK

The successful proposer, (the contractor), shall produce a final written report which evaluates the effectiveness of the Main Library and addresses the issues set forth below.

A. ISSUES TO BE ADDRESSED

1. Use of Library Facilities

The contractor shall evaluate all aspects that affect the public, both inside and outside the building including but not limited to the following:

(a) The sufficiency and availability of facilities, kinds of services, ease of use, length of lines, shelving time and to what extent current facilities and services meet the expectations of library users and staff.

(b) The adequacy of the way-finding and directional sign systems throughout the building, including but not limited to directions to elevators and telephones, location of directories and kiosks, location and presentation of individual floor plans, sign holders, outdoor ventrines, and Braille signs.

(c) The use, availability, and ergonomic functioning of computer equipment.

(d) The adequacy of all employee workspaces (seating, desks, tables, countertops, storage and shelving, book carts) in each of the 17 staff divisions, including but not limited to space, lighting, uv protection, ventilation, noise, privacy, ergonomic function, computer function, and electrical outlets.

(e) The adequacy of frequently used equipment and facilities such as Internet access computers, video view areas, and bathrooms.

2. Design

The contractor shall evaluate all aspects of building design that affect both users and the staff, including but not limited to the following:

(a) whether or not the Koret auditorium can accommodate more or different activities (plays, musical performances) than the lectures for which it was designed;

(b) the safety of the stairs, especially at entrance gates;

(c) the maintenance needed to protect artwork;

(d) the availability of public lockers;

(e) the security and maintenance of public toilets;

(f) the adequacy of the public address system;

(g) the durability of public exterior pavers and grates;

(h) the adequacy of the sorting room, book return system, especially the conveyor belt and book chute, and including box drop location and design, noise levels, sufficiency of light, adequacy of space, and proper location of the sorting room;

(i) the adequacy and durability of wall, floor, and ceiling coverings and finishes throughout the building, including but not limited to compact storage areas;

(j) the adequacy of audiovisual/media production, including the assistive listening sound system, regular sound system, Audio Visual infrastructure of the Koret, the Latino/Hispanic Room and creativity center, municipal cablecasting potential, tape storage, and evaluation of the noise levels;

(k) the adequacy of kitchens, including stoves;

(l) the adequacy of staff restrooms including number, security, ventilation, and shower safety;

(m) the adequacy of the acoustic environment throughout, noise levels in different parts of the building , particularly addressing mitigating or masking noise from the atrium;

(n) the adequacy of the thermal environment and temperature control;

(o) the risks posed by electromagnetic fields (EMF) at each source (computer terminals and exit book detector) and cumulatively throughout the building;

(p) the adequacy of the furniture, its ergonomic performance, including counter height, durability, maintenance costs and problems in public areas and staff (back of house) areas;

(q) the adequacy of door functions including absence of door stops, appropriateness of magnetic door stops, how damaged wall plaster can be repaired, assess how to handle door repair/replacement wherever chipped or damaged, need for windows;

(r) the adequacy of the loading dock and the compactor's functionality;

(s) the adequacy of safety and security features such as handrails, security gates at entrances, paging desks, as well as security levels of building areas such as entrance areas, and Brooks Hall's driveway;

(t) the adequacy of fire safety equipment throughout the building; and

(u) the adequacy of window treatments and address the need for UV filters in the Skylight Galley.

3. Maintenance & Operations

The contractor shall evaluate the adequacy of building operations, including but not limited to the following:

(a) How and where the building fulfills or falls short of fulfilling the design criteria proposed by Library when seeking an architect for the New Main Library regarding amount of space for shelving existing and new collections, storage and supply rooms, furniture, activities, flexibility, work flow, supervising sight lines, etc.;

(b) the level of maintenance needed to maintain the equipment, the furniture, and the building, and establish the life cycle of each so that it can be built into the library budget;

(c) the maintenance and cleaning requirements for cleaning inside and outside windows and skylights;

(d) identify water infiltration problems;

(e) the effectiveness of automatic shades; and

(f) the adequacy of wiring in all public and staff areas and equipment tables.

4. Potential uses for Brooks Hall

The contractor shall identify what design, construction, and other work would be necessary for Brooks Hall to be used to augment and supplement library functions in the Main Library and possible staff and public use of Brooks Hall.

5. Building energy efficiency

The contractor shall evaluate energy efficiency in the facility, including operating performance of the building envelope, lighting, heating, ventilation, and air conditioning (HVAC) systems and building automation systems.

B. METHODOLOGY

The contractor shall address the issues listed in Part II A above by using methods set forth below.

1. Public opinion surveys

The contractor shall survey a representative sample of 300 individuals drawn from the general population of San Francisco in order to identify issues, problems, and interest in services at the Main Library in the community. This sample is to include only those who have visited the Main Library at least once.

2. Focus group interviews

The contractor shall conduct staff focus group interviews with representatives from the 47 divisions housed in the New Main Library listed below for the purpose of identifying staff views concerning the issues, successes, and problems in providing services at the Main Library

book arts/special collections
operations and facilities
community relations
personnel office
communications center/City watch
volunteer services
borrower services
OCYS
library commission
engineering
library for the blind/print disabled
catalog department
art/music
learning differences
government information
teen center
information services
finance
supply room
magazines & newspapers
chief of branches
periodical processing
general collection
custodial
children's center
audio visual center
preservation
deaf/hearing impaired
extension services
history center
gay & lesbian center
technical services
interlibrary loan
friends for life
project read
acquisitions
automation
business/technology
main library administration
international languages
security
materials selection
community databases
environmental center
branch room
friends of the library
library foundation

Additionally, the contractor shall conduct focus group interviews with,
the café owners, cafe employees, users of the cafe,
the affinity groups, and other Library visitors

3. Observation and Measurement

The contractor shall observe daily library operations and review relevant records and documents in conducting its evaluation. The Library will make records available as needed.

4. Building energy assessment

The contractor shall conduct a building energy assessment. As part of this assessment the contractor shall:

(a) inspect glazing, thermal insulation and other architectural features which effect building energy use;

(b) inspect lighting fixtures and test lighting controls;

(c) inspect and test heating, ventilation, and air conditioning (HVAC) systems;

(d) inspect and test building automation systems (BAS). This may involve downloading energy performance data including trend logs and monitoring primarily energy equipment (chillers, boilers) to verify energy operating performance;

(e) review facility energy utility billing history;

(f) review design engineering data to evaluate the capacity of building systems and equipment with respect to actual (historical) occupancy patterns;

(g) review design and operation of building systems and equipment with respect to building codes and regulations; i.e., Title 24 Nonresidential Energy Standards, ASHRAE 90.1, ASHRAE 62-91, UMC, UEC; and

(f) depending upon the findings above, the contractor shall develop a computer model of the building's energy performance to compare against Title 24, ASHRAE 90.1, etc;

C. FINAL REPORT

The contractor's final written report to the Library shall include the following information.

1. The contractor's final written report to the Library shall include a summary description of the strengths and weaknesses of the Main Library regarding:

   (a) use of library facilities;
   (b) building design issues;
   (c) maintenance and operations;
   (d) potential uses for Brooks Hall; and
   (e) building energy efficiency.

2. The contractor's final written report to the Library shall include a prioritized list of proposed changes in relation to cost, type of change, whether physical or functional. This list should identify and group changes in terms of "highest priority", "mid-level priority", and "low priority".

3. The contractor's final written report to the Library shall include a prioritized list of recommendations, including relative costs of such recommendations, for reducing energy required for existing building systems, improvements possible with new control or operating strategies, and potential future upgrades to existing equipment.

III. SUBMISSION REQUIREMENTS

A. Time and Place for Submission of Proposals

Proposals must be **received** by 5:00 p.m., on November 2, 1998. Proposals may be delivered in person and left with Office of the City Librarian, Main Library 6th Floor San Francisco, CA 94102 or mailed to:

San Francisco Public Library
Office of the City Librarian
Main Library, 6th Floor
100 Larkin Street
San Francisco, CA 94102

Proposers shall submit Ten (10) copies in a sealed envelope clearly marked Post Occupancy Evaluation-San Francisco Main Public Library. Proposals which are submitted by fax will not be accepted.

B. Format and Content of Proposals

Firms interested in responding to this Request for proposals (RFP) must submit the following information, in the order specified below:

1. Introduction and Executive Summary

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2. Project Approach

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

(a) Overall scope of work tasks;

(b) a schedule and ability to complete the project within the City's required time frame; and

(c) assignment of work within your firm's work team.

3. Firm Qualifications

Provide information on your firm's background and qualifications which addresses the following:

(a) name, address, and telephone number of a contact person; and

(b) a brief description of your firm, as well as how any joint venture or association would be structured listing all subcontractors with the work they shall perform; and

(c) a description of projects similar in size and scope involving public opinion surveys, focus group interviews, primary and document research, physical and functional evaluation of a similar scale public building, and evaluation of construction and non-construction problem mitigation costs prepared by your firm or proposer team firms including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed provide the above information for each.

4. Team Qualifications

(a) Provide a list identifying: (i) each key person on the project team, (ii) the project manager, (iii) the role each will play in the project, and (iv) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.

(b) Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

5. Writing Sample

Provide a writing sample regarding a similar project or other professional study, or a similar scale report to a client.

6. References

Provide references for the lead consulting firm, lead project manager, and all subconsultants, including the name, address and telephone number of three or more recent clients (preferably other public agencies).

7. Fee Proposal

The City intends to award this contract to the proposer that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal that includes the following:

(a) Total fee for each of the disciplines identified in the Scope of Work with a not to exceed figure; and

(b) Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

All fee proposals shall be submitted in a separate sealed envelope to be opened following the selection of the highest ranked proposer and fee proposals shall be considered for negotiation purposes only.

IV. EVALUATION AND SELECTION CRITERIA

A. Minimum Qualifications

The consultants or any sub-consultants are expected to have qualifications and expertise to perform the tasks and develop products as specified below. The firm or team selected shall be headed by a licensed architect with experience in post-occupancy evaluation or similar professional evaluation of a comparable public building or institution to coordinate a team of sub-consultants on the project.

Each firm or team submitting a proposal must demonstrate evidence of the following minimum qualifications:

1. conducted a minimum of two (2) public opinion surveys having a minimum of 300 respondents;
2. conducted at least two (2) focus group interviews with a minimum of 200 staff and users;
3. conducted at least three (3) Research and evaluation projects requiring multi-disciplinary expertise and experience addressing physical and functional issues;
4. performed at least three (3) building energy assessments for a similar scale public building; and
5. performed at least three (3) cost estimates of construction and non-construction costs for a similar scale public building.

B. Selection Criteria

The proposals will be evaluated in a two phase process by a selection committee comprised of City staff and non-City parties with expertise in library building design, construction, and systems operation. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. All writing samples or submitted written reports will be evaluated for clarity and preciseness. Up to **three** (3) of the firms with the highest scoring proposals at phase one be interviewed by the committee in phase two to make the final selection.

PHASE ONE- Written Proposals (100 points)

1. **Project Approach (30 points)**
   - (a) Understanding of the project and the tasks to be performed, etc.
   - (b) Reasonableness of work schedule.
2. **Assigned Project Staff (35 points)**
   - (a) Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person; and
   - (b) Professional qualifications and education; and
   - (c) Workload, staff availability and accessibility.
3. **Experience of Firm and Sub-consultants (35 points)**
   - (a) Expertise of the firm and sub-consultants in the fields necessary to complete the tasks; and
   - (b) Quality of recently completed projects, including adherence to schedules, deadlines and budgets; and
   - (c) Experience with similar projects; and
   - (d) Strength of writing sample.

   References may be checked to confirm the information presented regarding 3 (a), (b), and (c), above

PHASE TWO - Oral interview

1. Oral Interview (100 points)

Following the evaluation of the written proposals, up to **three (3)** proposers receiving the highest scores ("finalists") will be invited to an oral interview. The interview will consist of standard questions asked of each of the finalists and clarification questions regarding each individual proposal. Principles will be required to participate in any oral presentation.

The oral presentations will be evaluated according to:

(a) clarity and organization of responses (25 points);

(b) demonstration of clear understanding of the issues to be addressed by the study (25 points);

(c) understanding of the required methodology (25 points); and

(d) the strength of the presentation as a team (25 points).

Negotiations will be held with the highest ranking firm, (the firm receiving highest total points on the 200 point scale, plus preferences) for a contract to conduct the post occupancy evaluation of the Main Library.

V. SCHEDULE

A. Pre-Proposal Conference

Proposers are encouraged to attend a pre-proposal conference on **August 30, 1998** at 10 AM to be held at the City Librarian's Conference Room, Main Library, 6th Floor 100 Larkin Street San Francisco, CA 94102. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact **Michael Housh, Library Commission Secretary** at (415) 557-4233.

The City will keep a record of all parties who request and receive copies of the RFP. Any requests for information concerning the RFP whether submitted before or after the pre-proposal conference, must be in writing, and any substantive replies will be issued as written addenda to all parties who have requested and received a copy of the RFP from the Public Library.

Questions raised at the pre-proposal conference may be answered orally. If any substantive new information is provided in response to questions raised at the pre-proposal conference, it will also be memorialized in a written addendum to this RFP and will be distributed to all parties that received a copy of the RFP. No questions or requests for interpretation will be accepted after September **14, 1998.**

B. Schedule

The anticipated schedule for selecting a consultant is shown below:

Proposal Phase	Date
RFP is advertised and issued by the City	August 14, 1998
Pre-proposal conference	August 30, 1998
Deadline for submission of written questions or requests for clarification	September 15, 1998
Proposals due	November 2, 1998
Oral interview with the three firms selected for further consideration	December 1, 1998
Selection of a proposer	January 5, 1999

C. Contract Award

The Public Library Commission will select a proposer with whom Public Library staff shall commence contract negotiations. If a satisfactory contract cannot be negotiated in a reasonable time the Public Library Commission in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

VI. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five (5) working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP other than inquiries at the pre-proposal conference, and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed to:

San Francisco Public Library Commission
Main Library, 6th Floor
100 Larkin Street
San Francisco, CA 94102

C. Addenda to RFP

The Department may modify the RFP, prior to the proposal due date, by issuing written addenda. Addenda will be sent via regular, first class U.S. mail to the last known business address of each firm listed with the Department as having received a copy of the RFP for proposal purposes. The Department will make reasonable efforts to notify proposers in a timely manner of modifications to the RFP. Notwithstanding this provision, the proposer shall be responsible for ensuring that its proposal reflects any and all addenda issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer call the Department before submitting its proposal to determine if the proposer has received all addenda.

D. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

E. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

F. Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the Request For Proposals, RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

G. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

H. Proposer's Obligations Under the Campaign Reform Ordinance

Proposers must comply with Section 16.510-2 of the San Francisco Administrative Code, which states:

> No person who contracts with the City and County of San Francisco, for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and either the completion of, or the termination of, negotiations for such contract.

If a Proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the Proposer is prohibited from making contributions to:

the officer's re-election campaign;
a candidate for that officer's office; or
a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (i) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (ii) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Persons who knowingly or willfully violate section 16.510-2 are subject to a fine of up to $500 and a jail term of six months, or both. (San Francisco Administrative Code Section 16.515(a)). Persons who negligently violate section 16.510-2 are subject to a civil penalty of up to $500. (San Francisco Administrative Code Section 16.515(b)).

For further information, proposers should contact the San Francisco Ethics Commission at (415) 554-9510.

I. Sunshine Ordinance

In accordance with San Francisco Administrative Code Section 67.24(e), contractors' bids, responses to Requests For Proposal's and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

J. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive any defect or informality in any response, proposal, or proposal procedure;
2. reject any or all proposals;
3. reissue a Request for Proposals;
4. procure any service by any other means;
5. extend deadlines for accepting responses, or accept amendments to responses after expiration of deadlines; or
6. determine that no project will be pursued.

VII. CONTRACT REQUIREMENTS

A. Chapter 12B and 12C: Nondiscrimination in Employment and Benefits

Chapter 12B and 12C of the San Francisco Administrative Code are incorporated by reference as though fully set forth herein. Chapters 12B and 12C prohibit discrimination by City contractors in employment, the use of property and the provision of employee benefits.

Please refer to Appendix B regarding the Affirmative Action Program mandated by Chapter 12B of the San Francisco Administrative Code.

The successful proposer must agree to abide by the following standard contract provisions regarding Chapters 12B and 12C:

Nondiscrimination; Penalties

(a) **Contractor Shall Not Discriminate.** In the performance of this contract, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

(b) **Subcontracts**. Contractor shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-12B.2(k) and 12C.3 of the San Francisco Administrative Code, and shall require all subcontractors to comply such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(c) **Nondiscrimination in Benefits**. Contractor does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations within the United States, discriminate in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

(d) **Condition to Contract**. As a condition to this Agreement, Contractor shall execute the "Nondiscrimination in Contracts and Benefits" form and secure the approval of the form by the San Francisco Human Rights Commission.

(e) **Incorporation of Administrative Code Provisions by Reference**. The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this Agreement under Chapters 12B and 12C of the Administrative Code, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to Section 12B.2(h) of the San Francisco Administrative Code, a penalty of $50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Contractor and/or deducted from any payments due Contractor.

B. Chapter 12D Requirements

S.F. Administrative Code Chapter 12D, as amended, is hereby incorporated by reference as though fully set forth. Chapter 12D is intended to increase the opportunities for Minority-owned Businesses, Women-owned Businesses, and Local Businesses to compete and participate successfully in the purchasing and contracting activities of the City.

1. MBE, WBE and LBE Participation

The City strongly encourages proposals from qualified Minority Business Enterprise, MBEs, Women Business Enterprise, WBEs and local Business Enterprise, LBEs. Pursuant to Chapter 12D, the following rating preference will be in effect for the award of this project. The rating preference applies at each phase of the selection process. The application of the rating preference is as follows:

(a) A five percent (5%) preference to:

- A local business (LBE); or
- A joint venture with a local MBE or local WBE whether participation equals or exceeds 35 percent, but is under 40 percent; or
- Where a joint venture is composed of only local businesses with no local MBE or WBE participation or where the local MBE or local WBE participation is less than 35 percent.

(b) A seven and one-half percent (7.5%) preference to:

- A joint venture with local MBE and WBE participation which equals or exceeds 40 percent, but is less than 51 percent.

(c) A ten percent (10%) preference to:

- A local MBE or local WBE; or
- A joint venture with local MBE or local WBE participation which equals or exceeds 51 percent.

2. Procedures for Applying for Rating Preference

a. All proposals submitted **must** include Human Rights Commission (HRC) Form 1 (included in the appendix A) whether or not a rating preference is applied for.

b. HRC Forms 2A and 2B, 3, 4, 5A, and 5B (also included in Appendix A) are to be submitted with the proposal. If these forms are not returned with the proposal, the proposal may be determined to be nonresponsive and rejected.

c. HRC Schedule A or Schedule L must be submitted if directly to HRC if applicable.

If you have any questions concerning the HRC Forms, you may call the Human Rights Commission Contract Compliance Officer, Bayard Fong, at 252-2521. The forms will be reviewed and approved by HRC prior to the interviews.

3. MBE/WBE Sub-consultant Participation Goals

The Minority Business Enterprise, ("MBE") sub-consulting participation goal for this contract is **24 %** and the Women Business Enterprise, ("WBE") goal is **10**% of the contract amount.

Proposals which fail to comply with all the material requirements of the affirmative action provisions of this RFP, as set forth in HRC Attachment 2, will be deemed non-responsive and will be rejected. Sub-consulting goals can only be met with HRC certified Minority Business Enterprise, MBE's and/or Women Business Enterprise, WBE's located in San Francisco.

4. Good Faith Efforts to Meet the MBE/WBE Sub-consultant Participation Goals

Any proposal that fails to meet the specified Minority Business Enterprise, MBE and Women Business Enterprise, WBE percentage goals will be considered nonresponsive and shall be rejected unless compelling documentation is submitted demonstrating good faith efforts and clearly setting forth why the goals cannot be met.

a. Proposers shall:

1. Demonstrate in their proposal that they have used good faith efforts to utilize HRC certified Minority Business Enterprise, MBE and Women Business Enterprise, WBE Sub-consultants. Demonstrate each of the good faith efforts as described in (1-9) must be in writing and must be submitted with the proposal on the due date.

2. Identify the particular MBEs and WBEs Sub-consultants to be utilized in performing the contract, specifying each dollar value of the participation, the type of work to be performed and such information as may reasonably be required to determine the responsiveness of the proposal.

b. "Good Faith Efforts" when required of a prime architectural firm or engineering consultant or A/E related professional services provider shall mean steps taken to comply with the goals and requirements imposed by the City for participation by minority or women owned business enterprises as sub-consultants, and shall include the following:

1. Attending any pre-proposal meeting scheduled by the city to inform all proposers of the minority and women business enterprise program requirements for the project for which the contract will be awarded.

2. Identifying and selecting specific items of the project for which the subcontract will be awarded to be performed by minority or women business enterprises to provide an opportunity for participation by those enterprises

3. Proposal, in one or more daily or weekly newspapers, trade association publications, minority or trade oriented publications, trade journals, or other media specified by the City for minority or women business enterprises that are interested in participating in the project. This paragraph applies only if the City gave public notice of the project not less that 15 calendar days prior to the due date for proposals.

4. Providing written notice of the prime's interest in proposals from Minority and Women Business Enterprises not less than 10 calendar days prior to the due date for proposals. The number of Minority and Women firms required to be notified shall be those listed in the HRC Certified Directory for that appropriate discipline. The City shall make available to the proposer not less than 15 calendar days prior to the date for proposal a list or source of lists of enterprises certified by the Director as minority or women business enterprises.

5. Following up initial solicitations of interest by contacting the enterprises to determine with certainty whether the enterprises were interested in performing specific items of the project.

6. Providing interested minority or women business enterprises with information about the scope of the work for selected sub-consulting work.

7. Negotiating in good faith with the minority or women business enterprises, and not unjustifiably rejecting as unsatisfactory bids prepared by any minority or women business enterprises, as determined by the City.

8. Where applicable, advising and making efforts to assist interested minority and women business enterprises in obtaining professional liability insurance required by the City or the prime consultant.

9. Making efforts to obtain the minority and women business enterprise participation that the City could reasonably expect would produce a level of participation sufficient to meet the City's goals and requirements.

C. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all certificates, bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

In addition the successful proposer will be required to execute the following City forms:

1. **San Francisco Business Tax Requirements.** The successful proposer must have a San Francisco Businesses Tax Certificate. Businesses not already having this certificate must apply for a certificate and pay the $200 registration fee in order to be awarded this contract. (See Appendix D).

2. **Chapter 12B Declaration.** The successful proposer must submit the "Chapter 12B: Nondiscrimination in Contracts and Benefits" form (form HRC-12B-101) contained in Appendix B and have the form approved by HRC prior to being awarded the contract. Two other forms are included in Appendix B: "Reasonable Measures Affidavit" (form HRC-12B-102); and "Substantial Compliance Authorization Form" (form HRC-12B-103). Proposers should execute and submit these forms if, in accordance with the forms' instructions, it is appropriate to do so.

3. **Tropical Hardwoods/Virgin Redwood Ban.** Any proposal submitted in response to this Request for Proposals which calls for the use of any tropical hardwood or tropical hardwood product, virgin redwood or virgin redwood product, as defined in San Francisco Administrative Code Chapter 12I, shall be deemed non-responsive.

City and County of San Francisco

Marivic S. Bamba
Executive Director

Human Rights Commission
Office of Minority/Women Business Enterprise
Office of Contract Compliance
Office of Dispute Resolution

June 13, 1994 (final)

HRC ATTACHMENT 2
HUMAN RIGHTS COMMISSION REQUIREMENTS
For Architecture and Engineering Consulting Contracts
(for contracts $10,000 and over)

PART 1 GENERAL

1.01 PURPOSE

A. To be eligible for award of this contract, each proposer must agree to comply with the following affirmative action requirements authorized by San Francisco Administrative Code Chapter 12B, Section 12B.4 and Chapter 12D (where applicable) and their implementing Rules and Regulations.

B. Chapters 12B and 12D of the San Francisco Administrative Code and their implementing Rules and Regulations are incorporated by reference herein as though fully set forth and provide that the failure of any proposer to comply in good faith with these requirements shall be deemed a material breach of contract. Copies of both Chapters 12B and 12D and their implementing Rules and Regulations are available upon request at the **Human Rights Commission office: 25 Van Ness Ave., Suite 800, San Francisco, CA 94102, Phone (415) 252-2500.**

C. Questions Regarding Attachment 2 and the accompanying forms for Architecture and Engineering Consulting Contracts should be directed to:

Bayard Fong
Contract Compliance Officer - 252-2521

252-2500
25 Van Ness Avenue Ste. 800
FAX (415) 431-5764 TDD (415) 252-2550
San Francisco, CA 94102-6033

1.02 SUBMISSION OF FORMS

A. Forms that must be submitted with the proposal:

1. HRC Form 1: Ratings Preference Application

    a. This form must be submitted by all proposers, including joint ventures, that wish to benefit form the MBE/WBE/LBE ratings preference. If this form is not completed and returned with the proposal, the business submitting the proposal may not receive the ratings preference.

    b. Proposers are requested to complete all statistical information whether or not a ratings preference is claimed.

    c. For contracts over $10 million, please complete all information for statistical purposes only.

2. HRC Forms 2A and 2B: MBE/WBE Sub consultant Participation Forms

    a. These forms must be completed and submitted with the proposal or the proposal may be deemed non responsive and rejected. The proposer is to list all sub consultants including lower tier sub consultants.

    b. Contract awarding authorities are to indicate on Form 2A whether or not the contract is funded in whole or in part by the S.F. County Transportation Authority prior to Attachment 2 being distributed to proposers.

    c. Sub consulting goals can only be met with HRC certified MBEs and/or WBEs located in San Francisco.

3. HRC Form 3: Compliance Affidavit: The Compliance Affidavit must be signed under penalty of perjury under the laws of the State of California

4. HRC Form 4: Joint Venture Participation Schedule: This form must be completed and submitted to the HRC office by the proposer if it is claiming a ratings. preference based on M/WBE joint venture participation in a joint venture, or if claiming joint venture participation on a Set Aside. Additional documentation relating to the Joint Venture cannot be submitted after the deadline unless such documentation is requested in writing by the HRC.

5. HRC Forms 5A and B: Employment Information
Prime consultants must complete Form 5A: Project Information and Form 5B: Workforce Information and must complete Form 5B for the entire workforce in the offices that will be performing this contract. A completed copy of Form 5B must be submitted to the HRC office by the consultant for itself [including one

form for each joint venture partner] and also for each sub consultant whose contract amount is $10,000 or more. Prime and sub consultants are required to sign Form 5B under penalty of perjury.

B. Forms to be submitted on or before Proposal Due Date:

NOTE: These schedules need not be submitted by an MBE/WBE/LBE which is already certified by HRC.

1. Schedule A: MBE/WBE Certification Application

   a. This schedule must be submitted by the proposer for itself and its joint venture partners if an MBE/WBE/LBE bid preference has been claimed. Failure to comply may result in ineligibility for the ratings preference.

   b. Sub consultants which are being utilized toward meeting the M/WBE goal must also submit this schedule.

   Proposers are strongly encouraged to apply for certification prior to proposal due date. Copies of the Certification Application can be obtained by calling the HRC office at (415) 252-2500.

2. Schedule L: LBE Certification Application

   This schedule must be submitted by the proposer for itself and its joint venture partners if an LBE ratings preference has been claimed. Failure to comply may result in ineligibility for the ratings preference.

   Proposers are strongly encouraged to apply for certification prior to proposal due date. Copies of the Certification Application can be obtained by calling the HRC office at (415) 252-2500.

NOTE: For negotiated contracts, the schedule for the submission of forms will be established by the HRC in conjunction with the awarding department on a case-by-case basis.

1.03 CONTRACT PERFORMANCE REPORTS

A. **The HRC Workforce Information Report:** Information on the consultant's workforce, hires, promotions, terminations, and training during the preceding six months must be submitted by June 30 and December 31 each year of the contract by the prime consultant and all sub consultants with contracts of $10,000 or more. Consultants that are already submitting this information to HRC in relation to another project need not submit this form.

B. **Joint Venture Exit Report**: Information on M/WBE participation in joint ventures or associations must be completed by all consultants that claimed an M/WBE joint venture ratings preference at the time of the submittal of their Proposal and/or Qualifications. The report must be returned to HRC prior to final payment by the City. The report must include invoices by all joint venture partners to the joint venture; invoices of the joint venture to the City; and in-house project records showing the allocation of staff and resources to the project.

NOTE: Additional supporting documents may be required for both reports.

1.04 DEFINITIONS

A. "Economically Disadvantaged Business": To qualify as an economically disadvantaged business, the firm's average gross annual receipts in the last three fiscal years immediately preceding its application for certification must not exceed the following:

CONSTRUCTION	**$ 14 million**
GOODS/MATERIALS & GENERAL SERVICES SUPPLIERS (includes Security Services)	**$ 2 million**
PROFESSIONAL SERVICES	**$ 2 million**

B. "Local Business Enterprise" (LBE): An eligible LBE shall meet the following criteria:

1. An eligible LBE shall mean an economically disadvantaged business which is an independent and continuing business for profit.

2. The LBE must possess or have applied for a current Business Tax Registration Certificate at the time of application for certification as a local business.

3. The LBE must have fixed offices or distribution points located within the geographic boundaries of the City and County of San Francisco and be listed in the Permits and License Tax Paid File with a San Francisco Street address. Post Office box numbers or residential addresses shall not suffice to establish status as a local business.

4. The LBE's San Francisco office must be a fixed and established place where work is carried on of a clerical, administrative, professional or production nature directly pertinent to the business being certified. A temporary location or movable property or one that was established to oversee a project such as a construction project office does not qualify as an office under this Ordinance.

5. The LBE must establish that business is transacted in the San Francisco office and that the office is appropriately equipped for the type of business for which certification as an LBE is sought.

6. The business must possess the following citing the San Francisco street address:

   a. past contracts

   b. listing in an appropriate buyer's guide such as the telephone yellow pages;

   c. business license or receipt of payroll tax paid if applicable;

   d. business cards;

   e. stationery;

   f. lease or other written agreement for occupancy of the San Francisco office;

   g. telephone bill.

7. The LBE's San Francisco office must conspicuously display a sign at the premises identifying the business as being located at this address.

8. The LBE must establish that it has been located and doing business in San Francisco for at least six months preceding its application for certification as a local business.

9. A business requesting to be certified as an LBE shall supply HRC with all such additional information as the HRC may deem relevant to make a determination of such status.

C. "Minority" shall mean members of the following racial and ethnic groups:

"ASIAN" - defined as persons of Chinese, Japanese, Korean, Pacific Islander, Samoan, Filipino, Asian-Indian or Southeast Asian origins.
"BLACK" - defined as persons having origins in any of the Black racial groups of Africa or the Caribbean.
"LATINO" - defined as persons of Mexican, Puerto Rican, Cuban, Central American or South American origin (European Spanish, Portuguese and Brazilian are not included).

D. Minority Business Enterprise (MBE):

1. An MBE shall mean an independent economically disadvantaged, local business for profit which is owned and controlled on a day-to-day basis by one or more minority persons residing in the United States and its territories.

2. Minorities must possess an ownership interest of 51% or more of the business. Ownership is not subject to the community property interest of a spouse if both spouses certify that:

   a. only the minority spouse participates in the management of the business and the non-participating spouse relinquishes control over his/her community property interest in the business or

   b. both spouses have bona-fide management and control of the business.

3. In determining whether or not a potential MBE is controlled by minorities, HRC will consider all relevant factors listed below that shall be disclosed by the MBE, including whether or not the minority owner:

   a. is the President and/or chief executive officer of the firm and has legal control under the firm's by-laws if the firm is a corporation.

   b. has a controlling number of votes on the Board of Directors if the firm is a corporation.

   c. is the qualifier or license holder of the business.

   d. has legal control of the daily operations and policy determinations under the partnership agreement if the firm is a partnership.

   e. is the registered owner of the business in the case of sole proprietorships (e.g. on tax returns).

   f. has management control of the business in such areas as marketing, estimating, supervision of field operations, personnel matters, financial matters and deciding which jobs the firm will take. In other words, the minority owners must control the firm's construction activities, sales operations, trucking operations or other principle product or service in addition to administrative matters.

   g. has authority to sign checks on the firms bank accounts.

   h. has equal or superior business and technical experience to other non-minority part owners of the business and contributes significantly to performance of the company's sales construction or other product or service.

4. A business requesting to be certified as an MBE shall supply HRC with all such additional information as the HRC may be deem relevant to make a determination of such status.

5. Additional criteria defining a bona-fide MBE are included in Chapter 12D and its implementing Rules and Regulations. Complete criteria are attached to the M/W/LBE application and may be obtained by calling the HRC office at 415-252-2500.

E. "Person with a Disability"
A person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such impairment.

F. Woman-Owned Business Enterprise (WBE):
A WBE shall meet the same conditions as described in D. above for MBE.

G. Woman/Minority Man Business Enterprise (W/MBE):
A W/MBE shall mean an economically disadvantaged local business which meets the definition of an MBE or WBE, except that the aggregate ownership interest of the woman and the minority man equals or exceeds 51% of the business.

H. Good Faith Efforts to Meet the MBE/WBE Sub consultant Participation Goals:
Any proposal that fails to meet the specified MBE and WBE percentage goals will be considered non-responsive and shall be rejected unless compelling documentation is submitted with HRC Form 2B setting forth why the goals cannot be met.

1. Proposers shall:

   a. demonstrate in their proposal that they have used good faith efforts to utilize HRC certified MBE and WBE sub consultants;

   b. identify the particular MBE and WBE sub consultants to be utilized in performing the contract, specifying for each the percentage of participation, the type of work to be performed and such information as may reasonably be required to determine the responsiveness of the proposal.

2. "Good Faith Efforts" when required of a prime architectural or engineering consultant or A/E-related professional services provider shall mean the steps undertaken to comply with the goals and requirements imposed by the City for participation by minority and women business enterprises as sub consultants, and shall include the following:

   a. Attending any pre-proposal meetings scheduled by the City to inform all proposers of the minority and women business enterprise program requirements for the project.

b. Identifying and selecting specific items of the project to be performed by minority or women business enterprises to provide an opportunity for participation by those enterprises.

c. Advertising, not less than 10 calendar days before the due date of the proposal, in one or more daily or weekly newspapers, trade association publications, minority or trade oriented publications, trade journals, or other media specified by the City for minority or women business enterprises that are interested in participating in the project. This paragraph applies only if the City gave public notice of the project not less than 15 calendar days prior to the due date for proposals.

d. Providing written notice of his or her interest in receiving proposals on the contract to the number of minority or women business enterprises required to be notified by the project specifications not less than 10 calendar days prior to the due date for proposals. The City shall make available to the Proposer not less than 15 calendar days prior to the due date for proposals a list or a source of lists of enterprises which are certified by the Director as minority or women business enterprises.

e. Following up initial solicitations of interest by contacting the enterprises to determine with certainty whether the enterprises were interested in performing specific tasks on the project.

f. Providing interested minority and women business enterprises with information about the scope of work for the selected sub consulting work.

g. Negotiating in good faith with the minority or women business enterprises, and not unjustifiably rejecting as unsatisfactory proposals prepared by any minority or women business enterprises, as determined by the City.

h. Where applicable, advising and making efforts to assist interested minority and women business enterprises in obtaining professional liability insurance required by the City or the prime consultant.

i. Making efforts to obtain minority and women business enterprise participation that the City could reasonably expect would produce a level of participation sufficient to meet the City's goals and requirements.

I. Substitution, removal or contract modification of MBE/WBE:

No MBE/WBE sub consultant or other business listed on HRC Form 2A MBE/WBE Sub consultant Participation) is to be substituted, removed from the contract or have its contract or other form of agreement modified in any way without prior HRC approval.

1.05 NON COMPLIANCE AND SANCTIONS

A. Non-Compliance with Chapter 12D

- A complaint of discrimination or non-compliance concerning M/WBE participation initiated by any party after contract award will be processed in accordance with Chapter 12D of the San Francisco Administrative Code and its implementing Rules and Regulations.

1. If the HRC Director determines that there is cause to believe that a consultant has failed to comply with any of these requirements, the HRC Director shall notify the contract a warding authority and attempt to resolve the non-compliance through conciliation.

2. If the non-compliance cannot be resolved, the HRC Director shall submit to the Human Rights Commission and the Consultant a written Finding of Non-Compliance. The Consultant shall be given an opportunity to appeal the Finding to the HRC through one of its Hearing Officers.

3. If the Human Rights Commission concurs with the Finding, it shall impose sanctions and take such other action as will effectuate the purposes of this Ordinance.

B. Willful or Bad Faith Non-compliance

1. If the Director determines that there is any cause to believe that any proposer, consultant or sub consultant has failed to comply in good faith with any of these requirements of Chapter 12D, or contract provisions pertaining to MBE/WBE utilization, the Director is empowered to conduct an investigation and after affording the consultant notice and an opportunity to be heard, may impose sanctions for each violation. Such sanctions shall include but are not limited to:

    a. If the proposer or consultant is an MBE, WBE or LBE or LBE, revoke that business' certification as MBE, WBE or LBE.

    b. Declare the proposer or consultant non-responsive and ineligible to receive the award.

    c. Declare the proposer or consultant an irresponsible bidder and disqualify the proposer or consultant from eligibility for providing goods or services to the City and County for a period of five years, with a right to review and reconsideration by the HRC after two years upon a showing of corrective action indicating violations are not likely to recur.

d. Declare that the proposer or consultant has willfully failed to comply with the provisions of this Ordinance and impose whichever is greatest of the liquidated damages for which the proposer or consultant shall be liable as follows:

1) An amount equal to the proposer's or consultant's net profit on the contract.

2) Ten percent (10%) of the total amount of the contract.

3) One thousand dollars($1,000).

e. The proposer, consultant or sub consultant may appeal the HRC Director's decision to the Human Rights Commission through one of its Hearing Officers. The Commission may sustain, reverse or modify the Director's findings and sanctions imposed, or take such other action as will effectuate the purpose of this Ordinance.

f. An appeal by a consultant to the Commission shall not stay the Director's Finding. The Director may require such reports, information and documentation from proposers, consultants, contract awarding authorities and the head of any Department, Division or Office of the City and County as are reasonably necessary to determine compliance with the requirements of Chapter 12D.

C. Procedure for the Collection of Penalties is as follows:

1. The Director shall send a written notice to the Controller, the Mayor and to all contract awarding authorities or City and County department officials overseeing any contract with the proposer or consultant that a determination of bad faith non-compliance has been made and that all payments due the proposer or consultant shall be withheld as agreed to by the proposer, consultant or sub consultant and the City and County.

2. The Director shall transmit to the Bureau of Delinquent Revenues a report of the determination of liability and ask the Bureau of Delinquent Revenues to coordinate efforts with the Controller and other applicable City departments to ensure that the liquidated damages are paid to the City.

RT II RATINGS PREFERENCE

1 APPLICATION

A. Pursuant to Chapter 12D, the following ratings preferences will be in effect for the award of this contract. The preference applies at each phase, i.e., technical screening and oral interviews. After consultants have been scored at each of the phases, the ratings preference will be applied to the scores as follows:

B. Businesses that are eligible to apply for the MBE/WBE Ratings Preference:

Local economically disadvantaged Asian, Black, Latino, and Women-Owned Businesses are eligible to apply for an MBE/WBE ratings preference on A/E consulting contracts.

C. Businesses that are eligible to apply for the LBE Ratings Preference:

All economically disadvantaged local businesses are eligible to apply for the LBE ratings preference, independent of race or gender.

D. Application of the Ratings Preference:

1. 5% for all HRC certified economically disadvantaged LBE's.
2. 5% for each joint venture which composed of only economically disadvantaged local businesses with no local MBE or WBE prime participation or where the local MBE/WBE participation is less than 35%
3. 5% for each joint venture which includes at least 35% (but less than 40%) prime participation by certified local MBE's or WBE's.
4. 7-1/2% for each joint venture which includes at least 40% (but less than 51%) prime participation by certified local MBEs or WBEs.
5. 10% for each joint venture which includes at least 51% prime participation by certified local MBEs or WBEs.
6. 10% for each certified local prime MBE or WBE.
7. The ratings preference will be applied by adding 5%, 7-1/2%, or 10% (as applicable) to the score of each business eligible for a preference.

. Preference not applicable:

1. Non-profit agencies are not eligible for ratings preferences.

2. Ratings preferences are not applicable to contracts awarded by private non-profit agencies, regardless of whether or not the government funding is involved, or whether or not the firms competing for contracts are for-profit businesses.

F. All references in the HRC Attachment and Forms to preferences for Local Business Enterprises are not applicable to Set Aside projects specified for single prime MBEs and WBEs or for MBE/WBE joint ventures.

2.02 JOINT VENTURES

A. The MBE or WBE Joint Venture partner must be responsible for a clearly defined portion of the work to be performed. This portion must be set forth in detail separately from the work to be performed by the non-MBE or non-WBE JV partner.

1. The MBE/WBE JV partner's work must be assigned a commercially reasonable dollar value of the prime work and use its own employees and equipment.

2. The MBE/WBE JV partner must share in the ownership, control, management and administrative responsibilities, risks, and profit of the JV in direct proportion to its stated level of JV participation.

3. The MBE/WBE JV partner must perform work that is commensurate with its experience.

4. Joint venture partners share the prime consultant's work between them and jointly manage and administer the project.

5. An association agreement must be executed detailing each associated member's responsibilities

B. Legally, a prime association is the same as a joint venture or partnership.
Upon selection for award of the contract, the prime association partners must meet the following requirements:

1. A prime association must apply to the IRS for a new Federal ID. number for that entity.

2. A new tax registration certificate must be obtained from the City Tax Collectors Office for that entity.

3. Insurance certificates must be on file which specifically ensure the work of each associated member in the association and the association itself.

C. The standard format was developed to enforce these requirements on architecture and engineering consulting contracts. MBE/WBE participation in the joint venture shall be calculated as a percentage of the work to be performed by the JV partners themselves (rather than as a percentage of the total contract) in order to determine eligibility for the preference.

D. The cost of the tasks to be performed by the MBE/WBE JV partners are to be calculated as a percentage of the work to be performed by the joint venture partners. The joint venture should deduct the amount of work to be performed by sub consultants from its total contract amount. This percentage is used to determine whether or not the joint venture is eligible for a rating preference.

EXAMPLE:

DISTRIBUTION OF TASKS BETWEEN THE JV PARTNERS:

DESCRIPTION OF PRIME TASKS	TASK AS A PERCENTAGE OF ALL PRIME TASKS	% TASKS BY NON-MBE/WBE	% TASK BY MBE/WBE	%MBE/WBE PRIME CONSULTANT WORK
TASK "A"	5%	100%	0%	0%
TASK "B"	40%	55%	45%	18%
TASK "C"	25%	50%	50%	12.5%
TASK "D"	30%	60%	40%	12%
TOTAL	% OF ALL JV PARTNER TASKS PERFORMED BY MBE/WBE JV PARTNERS:			42.5%

PART III. EMPLOYMENT AFFIRMATIVE ACTION REQUIREMENTS AND NON-DISCRIMINATION PROVISIONS.

3.01 GENERAL

A. The provisions of this section shall constitute the consultant's and sub consultant's affirmative action in employment/nondiscrimination obligations required by Chapter 12B of the Administrative Code as a condition of contract award.

3.02 NONDISCRIMINATION PROVISIONS

A. - The consultant and sub consultant on this contract will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, age, sex, sexual orientation or disability. This includes employment, upgrading, demotion or transfer, recruitment, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.

B. Consultants must be in good faith compliance with the provisions of Chapter 12D and of the HRC Affirmative Action Program on all other currently held City contracts prior to award of this contract. This provision is pursuant to Chapter 6.55 of the San Francisco Administrative Code which states in part:

1. Prior to the award of any City contract, the HRC shall review the contract to insure compliance with Chapter 12B.

2. If the HRC determines that a proposed consultant or sub consultant does not comply with the employment goals, the HRC shall notify the contract awarding authority.

3. If the non-compliance cannot be resolved, the HRC shall submit to the consultant and the contract awarding authority a written Finding of Non-compliance.

4. The HRC shall give the consultant an opportunity to appeal the Finding.

5. The HRC may stay the award of any contract that is the subject of an investigation by written notice to the contract awarding officer.

3.03 AFFIRMATIVE ACTION PROVISIONS

A. Key Personnel

The Consultant team must make every good faith effort to utilize minorities, women, or persons with disabilities as key personnel on this project.

B. Employment Goals for Minorities and Women

The Employment goals listed below are based on the actual employment of minorities and women in Bay Area A&E firms submitting proposals to the City in 1979-1984 and 1980 Census Data.

Professional Services	HRC Employment Goals for Minority Participation	HRC Employment Goals for Women Participation
Professional Staff* (at least a Bachelor's degree)		
Architects	20%	15%
Landscape Architects	20%	15%
Civil Engineers	30%	5%
Structural Engineers	30%	5%
Mechanical/Elec. Engineers	25%	7%
Geotechnical Engineers	25%	15%
Technical Staff* (working in a technical field but without a bachelor's degree, e.g., drafters, lab aids, inspectors, etc.)		
Drafters	40%	25%
Engineering Technicians	25%	25%
Administrative Staff* (non-technical employees, e.g., clerical staff, accounting, business development, office management)	25%	N/A

Note: For disciplines not listed here, please base goals on 1980 census data.

1) Identification of Areas of Under-Representation

Consultants not already working for the City and therefore not currently submitting workforce information to HRC must identify those areas of their workforce where minorities and women are under-represented by comparison with the HRC employment goals. For example, the goal for minority professionals in architectural firms is 20%. If you own an architectural firm, and only 10% of your professional staff is minority, you would identify this as an area of under-representation.

2) Correcting Areas of Under-Representation.

Consultants not currently submitting workforce information to HRC must establish goals for their firm that are designed to increase the employment of minorities and women (in areas where they have been identified as under-represented) to the level of HRC's employment goals.

C. Training

- 1) The goals listed below are for hiring disadvantaged minorities, women, and disabled persons as on-the job trainees during this project. Trainees may be obtained through ESCMT, (832 Mission Street, San Francisco, CA 94103; Telephone number (415) 543-3383) or Jewish Vocational Services (JVS), 77 Geary Blvd., Suite 401, San Francisco, CA 94108 (391-3600) or other similar job-training or school work experience programs.

Project Fees				Number of Trainees To Be Hired
$	0	-	99,999	0
$	100,000	-	499,999	1
$	500,000	-	899,999	2
$	900,000	-	1,999,999	3
$	2,000,000	-	4,999,999	4
$	5,000,000	-	7,999,999	5
$	8,000,000	-	10,999,999	6
$	11,000,000		13,999,999	7

Note: For every additional $3 million in consultant fees add one additional trainee.

2) The trainee must be hired by the prime consultant or by any sub consultant on the project team.

3) If the consultant or any sub consultant on the project team currently employs a trainee, that trainee may be counted toward meeting the goal for this project. However, no trainee may be counted towards meeting more than one contract goal.

4) Training: The training agency and the consultant shall provide training, in conformance with the following outline, for each trainee hired.

a) A trainee must meet qualifications for enrollment similar or equal to the standards established and implemented by the Private Industry Council (PIC). The training agency will document that the candidate meets these standards and submit documentation to that effect to HRC staff for their review prior to the candidate's enrollment.

5) The training shall include at least two phases: **preparation** for entering the job and **on-the-job training**.

a) **Preparation:** (to be provided by the training agency)
This shall include at least 480 hours of classroom instruction in a technical (A/E related) field. This curriculum shall respond specifically to the trainee's needs, recognizing any limitation in his/her experience and background.

Upon enrollment of an eligible candidate, the training agency will assess the student's learning needs in relation to the skills required by the A/E consultant. Training will be tailored to ensure entry level success for each training candidate. HRC will receive at least two interim progress reports form the training agency, which will monitor each individual's training using recognized testing and evaluation devices.

At least one week of this classroom time shall be spent presenting "survival skills" to the trainee, such as normal office procedures, punctuality, reliability, communication, concern for appearance, conflict resolution and career paths. The intention of this preparation is to enable the trainee to succeed on the job, regardless of his/her previous employment experience.

b) **On-the-Job Training:** (to be provided by the consultant)
The consultant shall hire the trainee on a full-time basis for at least 12 months, offering him/her on-the-job training which allows the trainee to progress on a career path. The following shall be included in the on-the-job training:

- A training program designed specifically for the trainee. This program must be approved by all parties involved.

- A four-hour supervisory training session, attended by the trainee's supervisor, identifying problems which may arise during the training period, how to avoid them and how to resolve them.

- At least four one-hour counseling session with the trainee,conducted by a qualified counselor, addressing concerns of the trainee.

- A portion of the trainee's pay is reimbursable to the consultant by the Private Industry Council at the fixed rate of $4 per hour for the first three months of employment, with a maximum pay reimbursement of $2,000 per trainee.

6) The trainee commitment does not require that the trainee be used only on this project, but that the trainee can and should be used on other projects under contract to the A/E firm which are appropriate for the trainee's skill development.

7) A trainee is defined as a minority, woman or person with a disability who:

   a) Will receive training in a technical (A&E related) field, e.g. drafting, inspection, etc. for a period of at least 12 months. Any change in the length of the training period must be negotiated with HRC on a case-by-case basis;

   b) Has had not more than one year's continuous work experience in the United States in the last five years in an A&E related field; and

   c) Does not have a United States Bachelor's degree in an A&E related discipline (unless the trainee is reentering the A&E job market after a substantial absence, e.g. for child rearing).

3.04 COMPLIANCE / NON-COMPLIANCE

A. Compliance

1. The determination of whether a proposer has met the pre-award employment requirements will be made in all cases by the HRC Director. The Director's decision shall be final.

2. The HRC staff will inform the awarding department of the proposers which have met the requirements and are eligible to proceed on the contract.

3. Substitution of sub consultants - HRC must be informed and approve of any sub consultant which is replaced or added during performance of the contract. All new sub consultants with contracts of $10,000 or more must submit HRC Form 5B (A & E) employment Information prior to award of the subcontract.

B. Non-Compliance With Chapter 12B

1. A complaint of discrimination or non-compliance in employment initiated by any party after contract award shall be processed in accordance with the HRC Rules of Procedure, adopted pursuant to Chapter 12B of the San Francisco Administrative Code.

2. A finding of non-compliance may result in imposition of appropriate sanctions, including the following:

    a. There may be deducted from the amount payable to the consultant or sub consultant under this contract a penalty of $50 for each person for each calendar day the person was discriminated against in violation of the provisions of the contract.

    b. The contract may be canceled, terminated or suspended, in part by the contract awarding authority.

    c. The consultant or sub consultant may be determined ineligible to perform work or supply products on any city contract for a period not to exceed two years.

HRC FORM 1: ARCHITECTURE & ENGINEERING

MBE/WBE/LBE Rating Preference Application

This form is to be completed and returned with the proposal. If you fail to do so, you may be denied the preference on this contract. The determination will be made by the HRC Director.

If you claim a preference you must sign Item 8 below.

1. Prime Contractor or Majority Joint Venture Partner.

Name: ______________________________
Address: ______________________________
City: ______________________________
County: ______________________________

2. Category Claimed: (check all boxes applicable)

[ ]MBE
[ ]WBE
[ ]LBE
[ ]JV 5% (Joint Ventures Must Complete Reverse Side)
[ ]JV 7-1/2% (Joint Ventures Must Complete Reverse Side)
[ ]JV 10% (Joint Ventures Must Complete Reverse Side)
[ ]No ratings preference applied for

3. Vendor Identification Number (if known):____________________

4. Are you certified with the Human Rights Commission?

[ ]Yes [ ]No
[ ]Pending: Application Submittal Date_______________

5. Department to which Proposal Submitted:____________________

6. Contract Number and Name: ______________________________

NOTE: Joint Venture Bid Preferences will not be granted unless this portion is completed.

Allocated Contract Percentage (%) must be filled in.

	Partner No. 1	Partner No. 2
Name		
Address		
City, State		
Zip		
Phone		
Vendor ID#		
Allocated Contract Percentage	%	%

	Partner No. 3	Partner No. 4
Name		
Address		
City, State		
Zip		
Phone		
Vendor ID#		
Allocated Contract Percentage	%	%

8. Signature______________________________ Date:________________

Joint Venture______________________________ Date:________________
Partner (If Applicable)

HRC FORM 2A: ARCHITECTURE & ENGINEERING
SECTION 1: Sub consultant Award Information

This section is to be completed for all prime consultants, and for all modifications to these proposals/contracts. All prime consultants, individual joint venture partners, sub consultants and any other vendors participating in the project must be listed. However, participation by MBE or WBE prime consultants or joint venture partners are not to be counted towards meeting the sub consultant goals. Shaded areas are for HRC/departmental office use only. Information on San Francisco County Transportation funding is to be provided by the contract awarding authority prior to Attachment 2 being distributed to proposers.

DEPT. SPEC#:	PROPOSER (PRIME):	GOAL LEVEL:
FAMIS DOC#:	PROPOSAL AMOUNT: $	MBE GOAL:
FAMIS AWARD DATE:	PROJECT NAME OR DESCRIPTION:	WBE GOAL:
VENDOR#:	CONTACT PERSON: ADDRESS PHONE:	OTHER GOAL (specify):
HRC STAFF PERSON	S.F. COUNTY TRANSPORTATION AGENCY FUNDED: YES __ NO __ IF YES INDICATE % OF TOTAL CONTRACT	

J/P/S: Indicate if consultant is Joint Venture Partner, Prime or Sub.

J/P/S	[illegible]	NAME	[illegible]	SERVICES PERFORMED	AWARD AMOUNT	% OF TOTAL	% MBE	% WBE
TOTAL CLAIMED MBE AND WBE PARTICIPATION								

I declare, under penalty of perjury under the laws of the State of California, that I am utilizing the above MBE/WBE sub consultants and sub consultant amounts as reflected in the proposal documents for this project:

Owner/Authorized Representative (Signature)	Date:
Owner/Authorized Representative (Print)	Title

HRC Form 2A -- Page 1 of 2

FIRM NAME		**PROJECT SPEC #:**
ADDRESS:		**VENDOR #:**
CITY:		**[ ] SUCCESSFUL**
STATE:	| **ZIP** |	**[ ] UNSUCCESSFUL**
PHONE #:	( )	**FAMIS DOC #:**
SERVICE		**SUBOBJECT #:**
FIRM NAME		**PROJECT SPEC #:**
ADDRESS:		**VENDOR #:**
CITY:		**[ ] SUCCESSFUL**
STATE:	| **ZIP** |	**[ ] UNSUCCESSFUL**
PHONE #:	( )	**FAMIS DOC #:**
SERVICE		**SUBOBJECT #:**
FIRM NAME		**PROJECT SPEC #:**
ADDRESS:		**VENDOR #:**
CITY:		**[ ] SUCCESSFUL**
STATE:	| **ZIP** |	**[ ] UNSUCCESSFUL**
PHONE #:	( )	**FAMIS DOC #:**
SERVICE		**SUBOBJECT #:**
FIRM NAME		**PROJECT SPEC #:**
ADDRESS:		**VENDOR #:**
CITY:		**[ ] SUCCESSFUL**
STATE:	| **ZIP** |	**[ ] UNSUCCESSFUL**
PHONE #:	( )	**FAMIS DOC #:**
SERVICE		**SUBOBJECT #:**
FIRM NAME		**PROJECT SPEC #:**
ADDRESS:		**VENDOR #:**
CITY:		**[ ] SUCCESSFUL**
STATE:	| **ZIP** |	**[ ] UNSUCCESSFUL**
PHONE #:	( )	**FAMIS DOC #:**
SERVICE		**SUBOBJECT #:**
FIRM NAME		**PROJECT SPEC #:**
ADDRESS:		**VENDOR #:**
CITY:		**[ ] SUCCESSFUL**
STATE:	| **ZIP** |	**[ ] UNSUCCESSFUL**
PHONE #:	( )	**FAMIS DOC #:**
SERVICE		**SUBOBJECT #:**

Shaded Areas For Office Use Only

HRC Form 2A – Page 2 of 2

HRC FORM 2B: ARCHITECTURE & ENGINEERING
MBE/WBE Information: Good Faith Efforts

Proposer Name:____________________ Assigned HRC staff:____________________

Project Name:____

If the required MBE/WBE sub consultant participation goals are not met this form must be completed and submitted along with compelling documentation detailing the good faith efforts made or the proposal shall be deemed non-responsive and rejected.

Even if the consultant's **MBE/WBE Sub consultant Participation Form** indicates the **MBE/WBE** goal will be met, proposers should submit the following information to protect their eligibility for the contract. This is important because the HRC may determine after analyzing a submittal that a consultant did not meet the goal because, for example, a sub consultant listed by the prime was not HRC certified. Consultants, therefore, should not rely on having submitted the **MBE/WBE Sub consultant Participation Form** because that form will not normally provide sufficient information to demonstrate that the consultant made good faith efforts. A proposer may not meet the **MBE/WBE** goal after the submittal is analyzed for various reasons, e.g., if the sub consultant submitted by the proposer was not certifiable on the due date for proposals.

Please submit the following information:

1. The names and dates on which all certified **MBE/WBEs** were solicited by direct mail for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the **MBE/WBEs** were interested:

2. Items of work for which the consultant requested **MBE/WBE** sub consultant services, the information furnished interested **MBE/WBEs** in the way of requirements for the work, and any breakdown of tasks into economically feasible units to facilitate **MBE/WBEs** participation. Where there are **MBE/WBEs** available for doing portions of the work normally performed by the consultant with his/her own staff, the consultant will be expected to make portions of such work available for **MBE/WBEs.**

3. The names of MBE/WBEs solicited for any of the work indicated above which were not accepted, a summary of the consultant's discussions and/or negotiations with them, the name of the sub consultant that was selected for that portion of the work, and the reasons for choosing that sub consultant.

Names of Rejected **MBE/WBEs:**

____

____

Summary of discussions and/or negotiations:

____

____

____

4. Describe the assistance that the consultant has extended to rejected **MBE/WBEs** identified above to remedy the deficiency in their proposals:

____

____

5. If insurance liability is used as a reason for declaring any potential **MBE or WBE** non-responsive or non-responsible, provide a complete explanation, including:

   a) Names and phone numbers of insurance firms contacted by the prime consultant and/or other involved parties.

   b) Names and phone numbers of public assistance agencies contacted and their responses (for example, the U.S. Office of Small Business Administration - **SBA).**

6. Provide any additional data to demonstrate your good faith efforts, including contacts you made with MBE/WBE assistance agencies; minority and women community organizations; minority and women contractor groups; or other organizations that provide assistance in the recruitment and placement of minority or women business enterprises.

____

____

NOTE: Appropriate documentation such as copies of newspaper ads, letters soliciting proposals and telephone logs are to accompany this form. Use additional sheets of paper if necessary for your responses.

Signature of Consultant ____

Name of Company ____

Address ____

Phone# ____

Contract Name ____

Contract Spec.# ____

HRC FORM 3: ARCHITECTURE & ENGINEERING
Compliance Affidavit

This affidavit must be completed and signed under penalty of perjury under the laws of the State of California by the proposer,. The completed affidavits must be returned with the proposal or the proposal may be determined non-responsive and rejected.

1. I will ensure that my firm complies fully with the provisions of Chapter 12B of the San Francisco Administrative Code; Chapter 12D of the San Francisco Administrative Code and its implementing Rules and Regulations.

2. I acknowledge and am hereby advised that upon a finding of non-compliance with the provisions of Chapter 12B, the City is authorized to impose penalties and disqualification from providing goods and services to the City and County of San Francisco for a period not to exceed two years.

3. I acknowledge and am hereby advised that upon a finding of non-compliance with the provisions of Chapter 12D, the City is authorized to impose penalties which may include any of the following:
   a) refusal to certify the award of a contract;
   b) the suspension of a contract;
   c) the withholding of funds;
   d) the revision of a contract for material breach of contract;
   e) disqualification of my firm from eligibility for providing goods and services to the City and County of San Francisco for a period not to exceed five years.

4. I acknowledge and am advised and hereby agree that if my firm fails to comply in good faith with the provisions of Chapter 12D, my firm shall be liable for liquidated damages for each violation in an amount equal to my firm's net profit on the contract, or 10% of the total amount of the contract or $1,000, whichever is the greatest. The amount of liquidated damages imposed will be determined by the Director of the HRC after investigation pursuant to Chapter 12D. 14C.

5. I acknowledge and agree that any liquidated damages assessed against me by the Director of the HRC shall be payable to the City and County upon demand. I further acknowledge and agree that any liquidated damages assessed may be withheld from any monies due to me on any contract with the City and County of San Francisco.

6. A signature by the proposer fixed to this affidavit constitutes and agreement with the City to comply with the provisions of Chapters 12B and 12D of the San Francisco Administrative Code where applicable.

7. I declare the above provisions are attested to under penalty of perjury under the laws of California.

___________________________ Owner/Authorized Representative (signature)	____________ Date
___________________________ Owner/Authorized Representative (print)	____________ Name of Firm (print)

HRC FORM 4: ARCHITECTURE & ENGINEERING

Joint Venture Participation Schedule for MBE/WBEs

This form must be submitted to the HRC office by the proposer if it is a joint venture claiming an MBE/WBE ratings preference based on MBE/WBE/LBE participation in a joint venture. This **form must be returned with the proposal. If the form is not returned with the proposal, the proposal may be determined non-responsive and rejected.**

1. Name of Project:____

2. Name(s) of all JV Partners: (Check if MBE/WBE/LBE as applicable)

	MBE	**WBE**
1.		
2.		
3.		

3. Number of Personnel that will be assigned to this project by each JV Partner:

Name of JV Partner	**Number of Personnel & Job Title**

4. Location of joint venture office(s):

____

____

5. Describe the joint venture's insurance:

____

____

____

____

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6. Describe profit and loss distribution among JV Partners unless included in joint venture agreement:

____

____

____

7. Describe the Management of the Joint Venture:

Name of Each Person Performing Management Roles	Name of JV Partner Employing Each Person	Describe Management Role of Each Person

8. Describe any management or incentive fees not included in the joint venture agreement:

____

____

____

9. Names of persons that will be authorized to sign checks for the joint venture. Indicate any restrictions on such authorization, such as limitations to checks below a specified dollar amount, or checks for certain uses, or checks with a co-signer:

Names	Conditions

10. Attach copy of JV Agreement.

11. Attach copy of bank signature cards for the joint venture and indicate bank name and address.

12. Calculation of the Ratings Preference. (see page 13)

a. Distribution of tasks among the JV Partners:

DESCRIPTION OF PRIME TASKS	TASK AS A % OF ALL PRIME TASKS	% OF TASK BY NON-MBE-WBE	%OF TASK BY MBE/WBE	% MBE/WBE PRIME CONSULTANT WORK
	%	%	%	%
	%	%	%	%
	%	%	%	%
	%	%	%	%
TOTAL	100 %	%	%	%

b. Percentage of all JV partner tasks performed by MBE/WBE JV partners:
__________%

c. The ratings preference is awarded based on the MBE/WBE tasks calculated as a percentage of the prime consultant work:

Total Contract Tasks	100 %
Percentage of Total Work to be Performed by Sub consultants	- _____%
Percentage of Prime Joint Venture Work	= _____%

NOTE: If the joint venture partners are dividing the work according to a different formula than that described above, please contact HRC staff and describe the arrangement in detail in the proposal Joint venture partners are encouraged to gain approval of their joint venture by HRC staff prior to submitting their proposal.

Note: All joint venture partners are required to sign this form.

______________________	______________________
Firm (Print)	Firm (Print)
______________________	______________________
Owner/Authorized Representative (Signature)	Owner/Authorized Representative (Signature)
______________________	______________________
Name and Title (Print)	Name and Title (Print)
Date______________________	Date______________________

HRC Form 4 -- Page 3 of 3

HRC FORM 5A: ARCHITECTURE AND ENGINEERING
Employment Affirmative Action
Requirements and Non-discrimination Provisions

To be completed by the prime proposer and submitted with the proposal. **If the form is not returned with the proposal, the proposal may be determined non-responsive and rejected.**

1. Indicate key personnel designated to work on this project for the entire project team (prime consultant, joint venture partners, sub consultants).

   The employees listed should include all those listed in descriptions of key personnel in other sections of the proposal, if this form is submitted in response to an RFP.

Name of Firm	Name of Employees	Project Role	Race	Sex

2. Indicate personnel with disabilities who will be working on this project in any capacity for any member of the project team (prime consultant, joint venture partners, sub consultants).

Name of Firm	Name of Employee	Project Role	Nature of Disability

3. Indicate the number of disadvantaged minorities, women or persons with disabilities that will be hired as on the job trainees by the entire project team (prime consultants, joint venture partners, sub consultants). (see page 15)

a) Estimated project fee: $____________

b) HRC on -the-job trainee goal for this project fee: ________________

c) Number of the on-the-job trainees that will be hired by the project team:_______

d) If less than HRC goal, explain:

____

____

e) Length of training: __________________

f) If less than 12 months, explain:

____

____

____
Firm (print)

____
Owner/Authorized Representative
(Signature)

____
Name and Title (print)

____
Date

HRC FORM 5B: ARCHITECTURE & ENGINEERING

Employment Affirmative Action
Requirements and Non-discrimination Provisions

To be eompleted by the proposer (including a separate form for each joint venture partner) and each sub consultant with a contract of $10,000 or more. **These forms should be returned with the proposal or the proposal may be determined non-responsive and rejected.**

1. Please complete the following workforce breakdown. Information should be submitted only for the branch office that will perform the project work. Prime consultants and joint venture partners which are already under contract to the City and which are already submitting workforce data to HRC need not complete this workforce breakdown nor set additional goals.

	American Indian or Alaskan Native	**Asian or Pacific Islander**	**Black**	**Filipino**	**Latino**	**Total Minority**	**Total Female**	**Total Employees**
	M|F	M|F	M|F	M|F	M|F	M|F	|F	M|F
Professional	|	|	|	|	|	|	|	|
Technical	|	|	|	|	|	|	|	|
Admin.	|	|	|	|	|	|	|	|

2. Based on the above workforce breakdown, indicate the firm (or branch office) employment goals. (see page 14)

	Present Employment of Minorities in your firm # %	**Your Firm's Employment Goal for Minority Participation** # %	**HRC Goal For Minority Participation** # %	**Present Employment of Women in Your Firm** # %	**Your Firm's Employment Goal for Women Participation** # %	**HRC Goal for Women's Participation** # %
Professional	|	|	|	|	|	|
Technical	|	|	|	|	|	|
Admin.	|	|	|	N/A %	N/A %	N/A %

3. Estimated time needed to meet your firm's employment goals during the duration of the project: ____________________ Years ____________________ Months

4. If your firm's employment goals are lower than HRC's employment goals, give the reason:

   a) Short project (Give number of months): ____________________
   b) Reduction in workforce (Give estimate): ____________________
   c) Low turnover (Give number of hires during last year) __________
   d) Others, please explain:

   ____

5. a) Indicate employees with disabilities on your staff. (Information should be submitted only for the branch office that will perform the project work.)

Name of Employee	Job Title	Nature of Disability

b) Will you use outreach programs during the project with the goal of hiring persons with disabilities?

6. Indicate trainees hired over the past 3 years:

Year	Name of Trainee	Give Nature of Disability	Race	Sex	Name of Training Origin (e.g. ESCMT)	Type of Training (e.g. Drafting)

I declare, under penalty of perjury under the laws of California, that I will ensure that my firm complies fully with the provisions of Chapter 12B of the San Francisco Administrative Code.

I acknowledge and am hereby advised that upon a finding of non-compliance with the provisions of Chapter 12B, the City is authorized to impose penalties which may include financial penalties and disqualification from providing goods and services to the City and County of San Francisco for a period not to exceed two years.

I declare that the above provisions are attested to under penalty of perjury under the laws of the State of California.

____
Name of Firm (Please Print)

____
Owner/Authorized Representative (Signature)

____
Owner/Authorized Representative (Please Print)

Declaration
San Francisco Administrative Code Chapter 12B
Nondiscrimination in Contracts

A. What is Chapter 12B of the Administrative Code?

Chapter 12B of the S.F. Administrative Code is entitled "Nondiscrimination in Contracts," and requires companies providing products or services to, or acquiring a real property interest from, City government to agree not to discriminate against specified groups for specified reasons, and to include a similar provision in subcontracts and other agreements. Those provisions are the subject of this form. The text of Chapter 12B is posted on the Web at: www.sfhumanrights.org/lgbth.

If you cannot fulfill all the requirements of Chapter 12B, the City cannot do business with you, except under very limited circumstances. (See Sec. 12B.5-1:)

Chapter 12B also requires contractors to submit workforce reports and affirmative action plans to the City for review. Those documents, however, are **not** related to this Infonmation Sheet or Declaration and are considered separately on a bid-by-bid basis.

The Human Rights Commission is the City department responsible for enforcing the provisions of Chapter 12B.

B. What City contracts are covered by Chapter 12B?

- Contracts where the City purchases products, services or construction.
- Leases of property owned by the City. In these cases, the City is the landlord.
- Concessions or franchisees granted by the City.

What are the specified groups?

You may not discriminate against:

- your employees
- an applicant for employment
- any employee of City government
- a member of the public having contact with you.

D. What are the prohibited types of discrimination?

You may not discriminate against the specified groups for the following reasons (see Question 1a on reverse):

- race
- creed
- ancestry
- sex
- sexual orientation
- color
- national origin
- age
- disability
- gender identity (transgender status)
- HIV status
- in the provision of benefits, discriminating between employees with spouses and employees with domestic partners, or between the spouses and domestic partners of employees, subject to the conditions listed in F.2 below.

E. How are subcontracts affected?

For any subcontract, sublease, or other subordinate agreement you enter into which is related to a contract you have with the City, you must include a nondiscrimination provision as required by Sec. 12B.1(a) and 12B.2. (See Question 1b on reverse.) The subcontracting provision need not include nondiscrimination in benefits as part of the nondiscrimination requirements. If you're [illegible]re whether a contract qualifies as a subcontract, contact the City department administering the (prime) contract. "Subcontract" also includes any subcontract of your subcontractor for performance of 10% or more of the subcontract.

F. Nondiscrimination in benefits for spouses and domestic partners

1. Who are domestic partners?

If your employee and another person are currently registered as domestic partners with a state, county or city which authorizes such registration, then those two people are domestic partners. It doesn't matter where the domestic partners now live, or whether they are a same-sex couple or an opposite-sex couple.

2. What is nondiscrimination in benefits?

You must provide the same benefits to employees with spouses and employees with domestic partners, and to spouses and domestic partners of employees, subject to the following qualifications (see Question 2c on reverse):

- If your cost of providing a benefit for an employee with a domestic partner exceeds that of providing it for an employee with a spouse, or vice versa, you may require the employee to pay the excess cost.
- If you are unable to end discrimination in benefits, despite taking all reasonable measures to do so, you must provide the employee with a cash equivalent. This qualification is intended to address situations where your benefits provider will not provide equal benefits and you are unable to find an alternative source. (See Question 2d on reverse.)
- The law does not require any benefits be offered to spouses or domestic partners. It does require, however, that whatever benefits are offered to spouses be offered equally to domestic partners, and vice versa.

3. Examples of benefits

The law is intended to apply to all benefits offered to employees with spouses and employees with domestic partners. A sample list appears in Question 2c on reverse.

G. Form required

Complete the other side of this form to tell the City whether you comply with Chapter 12B's nondiscrimination requirements. After June 1, 1997, when a contract is amended or when a new contract is awarded, the City will require you to complete the form. All parties to a Joint Venture must submit separate Declarations.

Please submit an original of the Declaration and keep a copy for your records. If a City department should ask you to complete the form again, you may submit a copy of the form you originally submitted, unless you are advised otherwise.

H. Attachments

If you provide equal benefits, as indicated by your answers to Question 2c on reverse, **YOU MUST ATTACH DOCUMENTATION TO THIS FORM**, unless documentation does not exist. See item 3, "Documentation for Nondiscrimination in Benefits," on reverse. If documentation does not exist, attach an explanation (e.g., some of your policies are informal and unwritten).

I. If your answers change

If, after you submit the Declaration, your company's nondiscrimination policy or benefits change such that the information you provided to the City is no longer accurate, you must advise the City promptly by submitting a new Declaration.

Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits

1. Nondiscrimination—Protected Classes

	Yes	No
a. Is it your company's policy that you will **not** discriminate against your employees, applicants for employment, employees of the City, or members of the public for the following reasons:		
• race		
• sex		
• color		
• creed		
• national origin		
• ancestry		
• age		
• disability		
• sexual orientation		
• gender identity (transgender status)		
• HIV status		
b. Do you agree to insert a similar nondiscrimination provision in any subcontract you enter into for the performance of a substantial portion of the contract you have with the City?		

If you answered "no" to any part of 1a, or 1b, the City cannot do business with you.

Item 2 does not apply to subcontracts or subcontractors.

2. Nondiscrimination--Spousal and Domestic Partner Benefits

	Yes	No
a. Do you provide, or offer access to, any benefits to employees with spouses or to spouses of employees?		
b. Do you provide, or offer access to, any benefits to employees with domestic partners (DPs) or to domestic partners of employees?		

If you answered "no" to both 2a and 2b, skip 2c and 2d, and sign, date and return the form. If you answered "yes" to 2a or 2b, continue to 2c.

c. If "yes," please indicate which ones. This list is not intended to be exhaustive. Please list any other benefits you provide.	Yes, for Spouses	Yes, for DPs	No
Medical (health, dental, vision)			
Pension			
Bereavement			
Family leave			
Parental leave			
Employee assistance programs			
Relocation and travel			
Company discounts, facilities, events			
Credit union			
Child care			
Other ______________			
______________			

d. If you answered "yes" to 2a or 2b, and in 2c indicated that you **do not provide equal benefits,** you may still comply with Chapter 12B if you have taken all reasonable measures to end discrimination in benefits, have been unable to do so, and now provide employees with a cash equivalent.	Yes	No
(1) Have you taken all reasonable ~~-~~measures?		
(2) Do you provide a cash equivalent?		

3. Documentation for Nondiscrimination in Benefits (Questions 2c and 2d only)

If you answered "yes" to any part of Question 2c or to Question 2d, **you must attach to this form** those provisions of insurance policies, personnel policies, or other documents you have which verify your compliance with Question 2c or 2d. Please include the policy sections which list the benefits for which you indicated "yes" in Question 2c. **If documentation does not exist,** attach an explanation, e.g., some of your personnel policies are informal and unwritten. If you answered "yes" to Question 2d(1), complete and attach form HRC-12B-102, "Nondiscrimination in Benefits—Documentation of Reasonable Measures," available from the Human Rights Commission. **You need not document your "yes" answer to Question 1a or 1b.**

I declare (or certify) under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this _______ day of ________________, 19_______, at ______________________________ (City), ________________ (State).

____
Name of Company (please print)

____
Signature

____
Name of Signatory (please print)

____
Title

____
Telephone Number

☐ Check here if your address has changed.

☐ Check here if your organization is nonprofit.

Gen'l Address
____
Mailing Address for General Corresp., Orders, etc.
____
City, State, ZIP

Remit Address
____
Remittance Address, if different
____
City, State, ZIP

____
Federal ID or Social Security Number

____
Vendor Number (if known)

Approx. number of employees in the U.S.: ____________

Return this form to: HRC, 25 Van Ness Ave., Suite 800, San Francisco 94102-6033, or to the department which sent the form to you if the department so requests.

HRC-12B-101 (4-97)

City and County of San Francisco

Willie Lewis Brown, Jr.
Mayor

Human Rights Commission

Contract Compliance
Dispute Resolution/Fair Housing
Minority/Women/Local Business Enterprise
Lesbian Gay Bisexual Transgender & HIV Discrimination

Marivic S. Bamba
Executive Director

Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits
REASONABLE MEASURES AFFIDAVIT

This form, and supporting documentation, should be submitted to the Human Rights Commission (along with Form HRC-12B-101) by entities contracting with or bidding on contracts with the City and County of San Francisco who (see definitions on back):

a. Have taken all reasonable measures to end discrimination in benefits; and
b. Are unable to do so; and
c. Intend to offer a cash equivalent to employees for whom equal benefits are not available.

Please attach the following information and submit it with this form:

1. The names, contact persons and telephone numbers of benefits providers contacted for the purpose of acquiring nondiscriminatory benefits;
2. The dates on which such benefits providers were contacted;
3. Copies of any written response(s) you received from such benefits providers, and if written responses are unavailabe, summaries of oral responses; and
4. Any other information you feel is relevant to documenting your inability to end discrimination in benefits, including, but not limited to, reference to federal or state laws which preclude the ending of discrimination in benefits.

I declare (or certify) under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Name of Company (please print) ______________________

Mailing Address of Company ______________________

Signature ______________________

City, State, Zip ______________________

Name of Signatory (please print) ______________________

Telephone Number ______________________

Title ______________________

Vendor Number ______________________

Date ______________________

Form HRC-12B-102 (5/97)

(415)252-2500 • 25 Van Ness Avenue, Ste. 800, San Francisco, CA 94102-6033 • FAX (415)431-5764 • TDD (415)252-2550
Recycled Paper

Definition of Terms[1]

A. REASONABLE MEASURES

The Human Rights Commission will determine whether a City Contractor has taken all reasonable measures upon the review of HRC Form 12B-102 and attached compelling documentation provided by the City Contractor that demonstrates that it is not possible for the City Contractor to end discrimination in benefits. A determination that it is not possible for the City Contractor to end discrimination in benefits shall be based upon a consideration of such factors as:

(1) The number of benefits providers identified and contacted, in writing, by the City Contractor, and written documentation from these providers that they will not provide equal benefits;

(2) The existence of benefits providers willing to offer equal benefits to the City Contractor; and

(3) The existence of federal or state laws which preclude the City Contractor from ending discrimination in benefits.

B. CASH EQUIVALENT

"Cash Equivalent" means the amount of money paid to an employee by a City Contractor who, despite taking all reasonable measures, is unable to end discrimination in benefits. The cash equivalent shall be the amount of money paid by the City Contractor for the benefit given to a similarly situated employee.[2] To the extent that a City Contractor limits the availability of any benefit to the spouses of employees, or vice versa, the availability of a cash equivalent may be similarly limited.[3] The cash equivalent payment shall be made either on the same schedule as the City Contractor uses for the benefit given to employees with spouses, or, if no such schedule exists, on another schedule so long as such payment is made no less than once per month. No cash equivalent payment will be required where making such a payment would violate federal or state law.

---

[1] Taken from the Rules of Procedure for the Nondiscrimination in Contracts: Equal Benefits Provisions of Chapter 12B of the San Francisco Administrative Code.

[2] The following scenario is provided as an example of similarly situated employees: A City Contractor with locations in Dallas, TX and Bridgeport, CT, offers spousal health insurance to its employees. After taking all reasonable measures, the City Contractor is still unable to provide health insurance for the domestic partners of its employees. The cash equivalent it would pay to its Bridgeport employees would be the amount of money paid by the City Contractor for benefits given to employees with spouses in Bridgeport; the cash equivalent the City Contractor would pay to its Dallas employees would be the amount of money paid by the City Contractor for benefits given to employees with spouses in Dallas.

[3] The following scenario is provided as an example of limiting the availability of a cash equivalent: A City Contractor limits the availability of spousal health insurance coverage to only those spouses who are not already covered by their own employer's health insurance plan. This City Contractor is unable to provide health insurance to the domestic partners of its employees and instead offers a cash equivalent. The City Contractor may limit the availability of a cash equivalent payment to only those employees whose domestic partners are not already covered by their own employer's health insurance plan.

City and County of San Francisco

Willie Lewis Brown, Jr.
Mayor

Human Rights Commission

Contract Compliance
Dispute Resolution/Fair Housing
Minority/Women/Local Business Enterprise
Lesbian Gay Bisexual Transgender & HIV Discrimination

Marivic S. Bamba
Executive Director

Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits
SUBSTANTIAL COMPLIANCE AUTHORIZATION FORM

This form, and supporting documentation, must be submitted to the Human Rights Commission (along with Form HRC-12B-101) by entities contracting with or bidding on contracts with the City and County of San Francisco who wish to delay ending their discrimination in benefits pursuant to the Rules of Procedure, as set out below.

Fill out all sections that apply. Attach additional sheets as necessary.

A. Open Enrollment

Ending discrimination in benefits may be delayed until the first effective date after the first open enrollment process following the date the contract with the City and County begins, provided that the City Contractor submits to the Human Rights Commission evidence that reasonable efforts are being undertaken to end discrimination in benefits. This delay may not exceed two years from the date the contract with the City is entered into, and only applies to benefits for which an open enrollment process is applicable.

•*Date next benefits plan year begins:* ______________________

•*Date nondiscriminatory benefits will be available:* ______________________

•*Reason for Delay:* ______________________

•*Description of Efforts being undertaken to end discrimination in benefits:* ______________________

B. Administrative Actions and Request for Extension

Ending discrimination in benefits may be delayed until administrative steps can be taken to incorporate nondiscrimination in benefits into the City Contractor's infrastructure. The time allotted for these administrative steps shall apply only to those benefits for which administrative steps are necessary and may not exceed 3 months. An extension of this time may be granted at the discretion of the Director of the Human Rights Commission or the Director's designee upon the written request of the City Contractor. Administrative steps may include, but are not limited to, such actions as computer systems modifications, personnel policy revisions, and the development and distribution of employee communications.

Description of administrative steps needed and dates to be achieved: ______________________

If requesting extension beyond three months, please explain basis: ______________________

(OVER)

C. Collective Bargaining Agreements (CBA)

Ending discrimination in benefits may be delayed until the expiration of a City Contractor's current collectiv bargaining agreement(s) where the all of the following conditions have been met:

1. the provision of benefits is governed by one or more collective bargaining agreement(s); and
2. the City Contractor takes all reasonable measures to end discrimination in benefits by either requesting that the Union(s) involved agree to reopen the agreement(s) in order for the City Contractor to take whatever steps necessary to end discrimination in benefits or by ending discrimination in benefits without reopening the collective bargaining agreement(s); and
3. in the event that the City Contractor cannot end discrimination in benefits despite taking all reasonable measures to do so, the City Contractor provides a cash equivalent to eligible employees for whom benefits are not available. Unless otherwise authorized in writing by the Director of the Human Rights Commission or the Director's designee, this cash equivalent payment must begin at the time the Union(s) refuse to allow the collective bargaining agreement(s) to be reopened, or in any case no longer than three (3) months from the date the contract with the City is entered into.

For a delay to be granted under this provision, written proof must be submitted with this form that:

- *The benefits for which the delay is requested are governed by a CBA;*
- *All reasonable measures have been taken to end discrimination in benefits (see Section C.2, above); and*
- *A cash equivalent payment will be provided to eligible employees for whom benefits are not available.*

D. Closest Approximation Available

A City Contractor will not be deemed to be discriminating in the provision of benefits where, after taking all reasonable measures, the City Contractor is unable to end discrimination in benefits and instead provides the closest approximation of equal benefits available. If the cost of providing the closest approximation of equal benefits is at least 33% less expensive than the cost of providing equal benefits, the City Contractor must also make a cash equivalent payment.

For a delay to be granted under this provision, a contractor must submit with this form:

1. *A description of benefits currently offered;*
2. *A description of the closest approximation of benefits to be offered to those employees for whom current benefits are unavailable;*
3. *A completed Reasonable Measures Form HRC-12B-102, documenting that the current benefits are not available to all employees; and*
4. *If the contractor's cost of providing current benefits is 33% less than the cost of providing the closest approximation of benefits, written proof must be submitted that a cash equivalent payment will be made.*

I declare (or certify) under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Name of Company (please print)	Mailing Address of Company
Signature	City, State, Zip
Name of Signatory (please print)	Telephone Number
Title	Vendor Number Date

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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PUBLIC LIBRARY

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LLIE L. BROWN, JR.
yor

ARLES A. HIGUERAS, A.I.A.
sident

AN A. STREETS
e President

ERRY AGNOS
NNIE K. CHIN
VEN A. COULTER
NEST H. LLORENTE
ROL STEIMAN
nmissioners

GINA MINUDRI
y Librarian

CHAEL HOUSH
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, August 4, 1998

The San Francisco Public Library Commission held its regular meeting on Tuesday, August 4, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:46 PM by President Charles A. Higueras The following members were noted present: President Higueras and Commissioners Agnos, Llorente, Steiman, and Streets. Commissioners Chin and Coulter were noted excused attendance.

APPROVAL OF MINUTES of the regular meeting of July 16, 1998.

MOTION: approval of the Minutes of July 16, 1998 was moved by Commissioner Llorente, seconded by Commissioner Agnos

Public Comment: An anonymous member of the public opposed approval of the Minutes while noting some improvement over last month's Minutes, mentioned that amended minutes for July 9 were not posted, found reporting of comments confusing, requested that his statement concerning approval the July 7th Minutes that the Minutes "did not make sense" be reported, and suggested that the report of discussion of private use of meeting rooms subsequent to the Foundation Events Management Report did not reflect what was said. Mr. Peter Warfield asked that his remarks noted on page three related to the Foundation Events Management Report specifically report his question concerning what original revenues goals had been projected for such rentals.

.President Higueras requested that corrections be made to attributed public comment remarks.

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri introduced Ms. Susan Hildreth, newly selected Deputy City Librarian, who spoke about her decades of experience as a librarian, her experiences during the first two weeks on the job, and in response to a question from Commissioner Llorente her plans for carrying out the duties assigned to the Deputy City Librarian at the San Francisco Public Library. Ms. Hildreth outlined planned re-organization of the Library's organization alighnment. In response to Vice President Streets' questions the City Librarian proposed to provide a revised library organizational chart to the Commission within the next month. The commissioners welcomed Ms. Hildreth and looked forward to a productive working relationship with her.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

The Chief of Branches and Community Relations, Ms. Marcia Schneider provided a monthly report on branch activities and library programs. She reported the year end circulation's statistics noting a slight decline of 1.54% with a total circulation of 5,482, 172 system-wide reflecting 69% branch circulation (3.8 million) and 31% at the Main Library (1.7 million). These numbers very closely reflect last year's figures with a small decline in use due to the Mission Branch renovation and temporary re-location. Ms. Schneider called attention to an August 6th "Art of Burning Man" slide and video program and an August 15th lecture by pioneering San Francisco African American journalist, founder of the Sun Reporter, author, and civic and community leader Tom Fleming. The Chief of Branches mentioned a celebration of the 20th Anniversary of the San Francisco Gay Men's Chorus will include an exhibit and an August 20th performance in the Koret Auditorium. Ms. Schneider reported that the city approval process for the planned Ocean View Branch was progressing with approval of the initial stages of this project by the Planning Commission and the appropriate committees of the Art Commission. The activities of the Summer Reading Program including presentation of a public service video announcement by San Francisco Giants' player Richard Rodriquez was discussed. The Library's Children's and Youth Services Department's newest brochures were presented to the commissioners. Mr. Roberto Esteves, Acting Chief of the Main presented an update of activities at the Main Library. He informed the Commissioners that annual statistics reveal that 5,755 persons visit the Main Library every day for an annual total of 2, 037,211. He reported that visits were less during the Summer but that the new Main annually was serving significantly greater numbers of patrons than the old Main Library. Mr. Esteves noted the meeting room use at 606 events, hosting 10,000 visitors. He called attention to extensive informal meeting use of the Main Library as well. Mr. Esteves noted the arrival of the Chagoya Mural and its proposed formal installation on September 7, 1998 was described. The City Librarian, Ms. Minudri reported that the proposed state library budget could result in a significant increase in state funding for library programs. She offered to provide Commissioners with model letters to be sent to Governor Wilson urging him to approve the proposed budget prepared by the legislature. The City Librarian suggested caution in planning use of any potential increase in funds received from the state. Should the budget be approved as submitted, she proposed a possible $200,000.00 increase in maintenance and upkeep, an increase in the book budget, and possibly might consider purchase of equipment. Ms. Minudri outlined a possible multi-year approach to spending any potential increases in state funding for libraries. In response to questions by Vice President Streets, Ms Minudri proposed to keep the Commissioners fully informed of her budget plans. She also informed the Commissioners that resolving Commissioner Steiman's request for changes in the book reserve process and for ordering requested books not in the collections could not be accomplished now and would have to wait until the library can automate this process. The City Librarian reported that library staff participation in the 1998 AIDS Walk had raised $2641.00 for the charity. A report on the new Community Information Kiosk located at the Castro Street/Harvey Milk Plaza Muni Station using the library database,(at no cost to the library), was a big success. Ms. Minudri described consideration of a potential new site for the Ingleside Branch Library at a former Bank of America building on Faxon Avenue. Ms. Minudri described the extensive work done by the personnel office to provide opportunities for some classes of provisional library employees to become permanent employees. She described the steps in process in agreement with library unions to work with various eligibility lists for the positions of Librarian I, II and II to accomplish this process. Regarding online catalog improvements, the City Librarian reported that a new DRA Web II has recently been made available to the library. This Lynx based catalog interface browser will, when adjusted in close consultation with staff to meet our library needs, significantly simplify and improve the catalog. Ms. Minudri outlined a process that could result in the new interface being available for use in January. The City Librarian proposed that the Commission designate its 2nd meeting in September to be a budget planning workshop. Ms. Minudri called attention to the fact that this meeting marked her 1st anniversary as City Librarian and expressed her appreciate with the assistance, support, and good work accomplished during this past year.

Public comment: An anonymous member of the public questioned as to why position vacancy announcements for most chief and coordinator senior management positions in the library including a "Chief of Automation Services" positions were posted. The City Librarian noted no "Chief of Automation Services" position existed and that the other positions were currently held provisionally and that current incumbents would have to compete in a formal process for permanent appointment in these Librarian IV positions.

REQUEST FOR PROPOSALS (RFP) FOR THE POST OCCUPANCY EVALUATION (POE) OF THE MAIN LIBRARY REPORT

President Charles Higueras informed the Commission concerning the City Attorney's Office and the Human Rights Commission's efforts to approve the final text for the proposed Request For Proposals (RFP) for the Post Occupancy Evaluation (POE) of the Main Library (copy attached). In response to Commission Llorente's inquiry Deputy City Attorney Adine Varah confirmed that the Human Rights Commission had signed off on the proposed draft and that it fully met the City Attorney's requirements as well. President Higueras described the proposed schedule for the selection of a proposer to carry out the evaluation. In response to a question by Commissioner Agnos, the Commission Secretary outlined proposed efforts in cooperation with the Human Rights Commission to widely disseminate the Request For Proposals to attract a wide array of candidates.

MOTION: Commissioner Llorente moved approval of the Request For Proposals (RFP) for the Post Occupancy Evaluation of the Main Library as submitted, seconded by Commissioner Agnos.

Public comment: An anonymous member of the public expressed disappointment that Dr. Cranz, the Request For Proposals (RFP) consultant, was unavailable to explain changes included in this draft, noted the importance of hiring an outside consultant in gaining a professional assessment of issues, suggested that important considerations in approving any draft were 1st does library staff feel that their concerns were listened to in preparing the proposal, and 2nd does the proposed assessment address how well the building works as a work location for library staff. Additionally the anonymous member of the public questioned the lack of elements concerning the history of how decisions were made in designing the building. Mr. Peter Warfield opposed approval of the RFP because of its serious weaknesses. His principle objection to the proposal is the absence of a review of how decisions were made in designing the building, how a lack of space for books might be addressed, the question of open shelving, and no assurance that input from interested parties would be accepted and published as is done with some environmental impact reports.

President Higueras noted that the focus and substance of the post occupancy evaluation will be how well the Main Library building functions and how it can be improved. He pointed out that a forensic review of how things happened or who was responsible for decisions in the past is not the purpose of this study.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Higueras, and Llorente)

COMMISSION MEETING SCHEDULE REVISION

The Commission Secretary outlined a proposed adjustment in the Commission Meeting Schedule moving the 2nd meeting in October to Thursday, October 22nd in the Latino Hispanic Room. There was discussion of various Commission meeting issues, including holding Commission meetings in branch libraries. **The Commissioners requested that the Commission Secretary report to the Commission on the possibility of scheduling alternative meeting locations for future commission meetings.**

MOTION: approval of the revised schedule was moved by Commissioner Llorente, seconded by Commissioner Steiman.

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

FUHRMAN TRUST REPORT

Mr. George Nichols, Library Supervising Finance Officer, distributed a detailed Annual Report for FY 97-98 and analysis of the Fuhrman Trust (copy attached). He outlined this report in a PowerPoint presentation to the meeting providing a detailed breakdown of the fund. Mr. Nichols described extensive information concerning the status of the Trust's accounts and various fund balances and made recommendations toward maintaining Fund integrity.

His report called special attention to significant declines in Trust income during this past year. Income was projected at a conservative $72,000.00 for this year. Mr. Nichols recommended the reduction of current year expenditures to $150,000, limit FY 98-99 spending to a like amount, pursue a more aggressive investment strategy for the Fund, and closely monitor Fund revenues prepared to act as needed to protect its integrity. Commissioner Steiman inquired concerning possible investment strategies to increase income. The City Librarian indicated that she had already taken action to reduce the Fuhrman Fund expenditure in the current FY98-99 budget to $150,000. Vice President Streets asked about authority for spending the Fund Principle in accordance with Commission fiduciary responsibility as its trustees. Commissioner Llorente expressed the Commission's gratitude for this extensive report and inquired regarding how the current income is managed. In response to President Higueras' questions, Mr. Nichols proposed a follow-up report to the Commission as information becomes available within the next three months. Commissioner Agnos asked concerning anticipated Fund income projections and ways to address apparently declining income. Commissioner Llorente asked about the current royalty arrangements. Vice President Streets asked that Mr. Nichols recommendations be brought back to the Commission as an action item.

Public comment: Mr. Ed Regan suggested that Fuhrman Trust income be invested in currency options and that Fuhrman Fund materials on politics and economics did not seem to be available at the main or in the branch libraries. An anonymous member of the public asked if Fuhrman revenue was designated for specific items. Another anonymous member of the public expressed a belief that the bottom had not been reached in considering the Fuhrman Fund, wondered at the lack of a FY97-98 Annual Report, disputed the report's reporting of the probate court's modification of the original bequest, noted that formerly the Library Commission would monthly approve Fuhrman Fund expenditures, called attention to a former Commission Secretary's 1988 Report on likely declines in Fund income which resulted in former Library Commissioner Jebe moving that the Commission establish a policy of not expending Fuhrman Fund Principle, that former Commissioner Jebe reaffirmed that resolution in 1994, and expressed disappointment that both the definition of the Fund, whether the principle or income would be delved into, and what the amount of expenditures should be had gone into administration. Mr. Peter Warfield asked about any listing of Fuhrman Fund expenditures in the report. Another anonymous member of the public suggested that a list of Fuhrman Trust materials be made available.

The Commissioners requested that additional discussion of the Fuhrman Trust be calendared for a future meeting.

LIBRARIAN'S GUILD: No report.

NEW BUSINESS: Commissioner Llorente suggested that the Commission consider a hiatus at its December meeting. President Higueras called attention to a draft Library Commission Policy Handbook and noted a discussion to be held at an October meeting. He also inquired concerning a branch needs assessment survey and requested that the City Librarian report to the Commission on this project. Commissioner Higueras also asked concerning scheduling a presentation on the on-going role of Library Affinity groups.

Public comment: An anonymous member of the public noted past Commission practice of deciding on a hiatus at its June meeting.

PUBLIC COMMENT:

Ms. Darlene Evans, a Library volunteer from San, called attention to a book Information Anxiety, mentioned problems with oversized books on library shelves, noted major increases in information available, suggested video presentations of Commission meetings at branch libraries, and complained concerning Library hiring practices. An anonymous member of the public discussed. Mr. Ed Regan asked that Library hours be extended from 6AM to Midnight every day and allow use of post office boxes as residence addresses for the purpose of obtaining a library card. Mr. Peter Warfield agreed that library hours be expanded, perhaps through rotation of the hours among the main and branches, suggested that the Commission do advance work for the post occupancy evaluation by holding public hearings on various aspects of the Main Library building, soliciting and publishing public comments, gather previously published information concerning maintenance expenses in the Main Library, expressed unhappiness that the history of the development of the building was not a focus of the POE, and suggested that Commission Bylaws be changed to allow members of the public to respond to comments by Commissioners on matters discussed in public comment. An anonymous member of the public discussed four lawsuits filed against the Library related to the Fuhrman Trust, particularly the fourth lawsuit in which he was not involved. Comments labeling the plaintiffs of this lawsuit as "Chaffee followers" and other resulting negative experiences were mentioned.

ADJOURNMENT

MOTION: Commissioner Streets, seconded by Commissioner Llorente moved to adjourn the meeting.

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

The meeting was declared adjourned at 8:06PM

Michael Housh, Library Commission Secretary 8/10/98

Please note: These a draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

July 29, 1998

Library Commission
San Francisco Public Library

Commissioners,

Attached is the City Librarian's annual report on the Fuhrman Trust Fund. The report summarizes the condition of the fund through the end of the prior fiscal year and provides an analysis of its future condition. The analysis is based on projections of revenue over the next two fiscal years and on budgeted expenditures. The report also contains recommendations on actions that we believe are necessary to ensure the integrity of the fund. I look forward to discussing this with you in more detail during your next meeting.

Regina Minudri

Regina Minudri
City Librarian

Attachment

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

STATUS OF THE FUHRMAN TRUST FUND

ANNUAL REPORT

LIBRARY COMMISSION
SAN FRANCISCO PUBLIC LIBRARY

August 4, 1998

Regina Minudri, City Librarian
George M. Nichols, Chief Financial Officer

I. INTRODUCTION

The Library Commission is a trustee for a charitable trust established in 1940 by Alfred Fuhrman. The trust was initially established for (1) the acquisition of books on economics and political science; and, (2) the adornment of Golden Gate Park. Upon acceptance of the bequest, the Board of Supervisors appointed the Library Commission and the Recreation and Park Commission as trustees of the fund. As trustees, the Library Commission and the Recreation and Parks Commission share a fiduciary responsibility to administer the terms of the Fuhrman Trust.

In 1993, at the direction of the Library Commission, the City Attorney requested the Probate Court to consider expanding the use of the Library's funds to include non-print forms of material related to economics and politics. The Court agreed and the trust language was modified.

The bequest included local real estate, which was sold many years ago, and oil-rich land located in Kern County. Until recently, this land was leased on a long-term basis to Shell Oil which paid royalties to the City for the oil it produced. The lease with Shell Oil, initiated in 1963, expired in March 1998. The lease was recently reassigned to ERA Energy and extended an additional 22 years – through the year 2020. In accordance with the terms of the trust, the revenue received from the lease is divided equally between the Library and the Recreation and Parks Department.

II. ANALYSIS

Current Condition

As of July 20, 1998, the Fuhrman Trust Fund (Fund) had reserves of approximately $4.3 million -- $1.5 million on deposit in an agency account for the San Francisco Public Library (SFPL) and $2.8 million in an agency account for the Recreation and Parks Department (RPD).[1] Although the current fund balance is substantial, royalty income which constitutes a significant portion of the annual revenues earned by the Fund, is in sharp decline. Moreover, as royalties decline and remaining reserves are drawn down to fund ongoing program, interest income earned by the Fund will also diminish.

Fiscal Year 1997-98 Revenue

The Fund has two sources of income; (1) revenue from rents and concessions managed by the Department of Real Estate; and, (2) earnings from investments managed by the City Treasurer. In FY 1997-98, income from these sources totaled $680,000. These are described below.

Rent and Concessions: Revenue from rents and concessions consists primarily of royalties paid to the City by a private contractor for crude oil produced on 800 acres in Kern County. The land is owned by the City and royalty income from the oil is deposited into the Fund. In addition to royalties, a very small amount[2] is derived from two grazing leases. In FY 1997-98, rent and concession income totaled $383,000. In accordance with the terms of the trust, this amount was allocated equally to the agency accounts of the SFPL and the RPD. In FY 1997-98, earnings from rents and concessions comprised 56.4 percent of the $680,000 in revenue credited to the Fund.

Royalty income declined precipitously in FY 1997-98. According to data from the Department of Real Estate, in the two fiscal years proceeding FY 1997-98, income from this source averaged $549,000 per year. In comparison, $383,000 in royalty income was received in FY 1997-98 -- $166,000 or 30.2 percent less than the average over the preceding two years.

The decline which began in December 1997, continued at an accelerated pace through the end of the fiscal year. From December 1997, to June 1998, revenue dropped from $40,000 in December to $13,000 in June – a 67.5 percent decline in the amount received monthly over that period of time. Monthly royalty payments for FYs 1995-96 through 1997-98 are displayed on Attachment I. The decline in royalty income is attributable to:

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[1] The Fund consists of two agency accounts – one for the SFPL and one for RPD. The accounts are managed separately. The variance in account balances results from cumulative differences in amounts expended annually and differences in investment strategies employed by the two departments over the years.

[2] Grazing leases provide approximately $3,700 per year.

1. The depletion of reserves in oil fields owned by the City. The field has been in production for over 50 years.

2. The increasing costs of pumping the remaining crude oil from the ground. The increased cost of operation has made this a less attractive and less profitable venture.

3. A lower grade of oil is being pumped which brings a lower price on the market.

The original lease between the City and Shell Oil Company was signed in 1963. This was a 35 year agreement that expired in March of 1998. The lease has since been extended and assigned to ERA Energy for an additional 22 years – through the year 2020. Although the lease has been extended and reassigned, the Department of Real Estate is unable to advise us on: (1) how much longer the oil fields will be in production; and (2) how much revenue will be generated from month to month.

Investment Income: The Fund's reserve may be invested in two ways; (1) through a pooled money investment account; and/or, (2) a non-pooled investment account. Pooled investments represent a general investment strategy executed by the Treasurer on behalf of city departments funded by the General Fund. Non-pooled investments represent a specific investment strategy executed by the Treasurer at the request of departments with proprietary funds (non-General Fund) such as the Fuhrman Trust Fund. According to the Treasurer, non-pooled moneys are generally invested in short-term treasury bills and/or notes.

Although in the past, the Library has invested in non-pooled accounts, it did not do so in FY 1997-98; and, the Treasurer invested the Fund's reserves in the pooled money account. In FY 1997-98, pooled investments yielded approximately $297,000 – an estimated return of 6.9 percent. Of this amount, the SFPL and the RPD were apportioned $171,000 and $126,000, respectively.[3] Investment income comprised 43.6 percent of the $680,000 in revenue credited to the Fund in FY 1997-98.

Projecting the Future Condition of the Fund: FY 1998-99 and Beyond

Given the factors described above, it is clear that royalty income is a declining source of revenue. Moreover, it is reasonable to assume that at some point in the not too distant future, this enterprise will cease to be cost-effective and that royalty payments will end.

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[3] The reasons for the variance in how interest was credited are not known at this time. The data suggests that the SFPL earned interest at a rate of 10.9 percent; while, the RPD's rate of return was 4.6 percent. Controller advises that the average rate of return on pooled investments is approximately 6 percent.

With the information available, predicting when this will occur is not possible. However, for short-term budget planning (1 to 3 years), we can make assumptions regarding revenue and expenditures that can inform long-term decision-making.

Attachment II, is a balance sheet for the Fund. It displays the Fund's assets, liabilities, and equity. Attachments III and IV, contain an analysis of the Fund. The analysis covers FYs 1997-98 through 1999-00. Attachment III, provides detail on reserves, revenue, and expenditures for both the SPFL and the RPD. Attachment IV, displays the same detail for the SFPL.

The analysis is based on prior year (FY 1997-98) carry-forward balances, revenue, and expenditures;[4] and, on assumptions regarding FY 1998-99 and 1999-00 revenue and expenditures. The assumptions used in analyzing or projecting the future condition of the Fund are:

1. Interest earnings from investments are calculated at 6 percent of the available balance in each agency account. The Controller advises that for planning purposes, 6 percent is appropriate. This analysis does not assume that earnings will be apportioned to the SFPL and the RPD on the same ratio that they were apportioned in FY 1997-98.

2. Total income from rents and concessions (royalties) will generate $12,000 per month or $144,000 per year in FYs 1998-99 and 1999-00. This revenue will be apportioned equally to the SFPL and the RPD. Projected revenue is significantly less than the $40,000 to $50,000 per month received in the two years prior to FY 1997-98; and, less than the average monthly amount ($18,466) received from January 1998 through June 1998. As indicated previously, the Department of Real Estate is unable to project how much longer the wells will be productive. They have however, advised us to be cautious in our projections of this revenue[5]. The projection used in this analysis is consistent with that advice.

3. In the current fiscal year (1998-99) $325,000 is appropriated to the SFPL from the Fund. This analysis assumes that this amount will be fully spent. The analysis also assumes that a like amount will be appropriated and spent in FY 1999-00.

Findings and Recommendations

Since its inception, the Fund has provided the SFPL with a significant source of funding to build and enhance its collection of economics and political science material. Over the years, the SFPL has spent in excess of $3.9 million from the Fuhrman Funds on this material.

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[4] As recorded in the City's Financial Accounting Management Information System (FAMIS). This is the City's online budget and accounting system.

[5] Revenue for July 1998 was $11,071.

Based on this analysis, it is clear that spending at current budgeted levels will quickly deplete the Fund's reserves. As shown in this analysis, expenditures will exceed projected revenue in FYs 1998-99 and 1999-00, by 97.4 percent and 109.7 percent, respectively. The major findings of this analysis and report are summarized below.

1. ***The Fund is currently solvent.*** As of the end of FY 1997-98, the SFPL agency account had an uncommitted balance of $1.5 million.

2. ***Royalty revenue is declining rapidly.*** Royalty income received in FY 1997-98 declined 30.2 percent from the average amount received in FYs 1995-96 and 1996-97. The Department of Real Estate (DRE) advises that monthly revenue may average only $10,000 to $12,000 per month in FY 1998-99. DRE cannot project how much longer wells will be productive or monthly royalty income.

3. ***Interest income may be overstated in FY 1997-98.*** Data suggests a return of 10.9 percent. According to the Controller, pooled money accounts earned on average 6 percent in FY 1997-98. Interest credited to the SFPL may be overstated based on the method used by Controller to apportion funds between the SFPL and RPD.

4. ***Fund cannot support annual expenditures of $325,000 as is currently budgeted.*** Based on revenue assumptions; expenditures will exceed revenue by almost 100 percent in FY 1998-99; and, by more than 100 percent in FY 1999-00. Spending at budgeted levels will result in a 21.4 percent reduction in anticipated reserves over the three year period.

If managed properly, the Fund can continue as a viable source of supplemental funding to maintain and enhance this collection. This will require the SFPL to bring expenditures in-line with anticipated or projected revenue, closely monitor royalty income, and to invest reserve funds in a way that ensures the best rate of return.

Given the existing circumstances, the following recommendations are put forth for consideration by the Commission.

1. ***Limit FY 1998-99 expenditures to $150,000.*** If additional revenue materializes, expenditures could be increased. Depending on the amount of additional revenue, current year expenditures could be increased somewhat. Limiting current year expenditures to $150,000 (or less) will ensure that expenditures do not exceed anticipated income; and, increases the year-end balance available for investing.

2. ***Reduce budgeted expenditures in FY 1999-00 from the current authorized level of $325,000 to $150,000.*** Reducing the budget to $150,000 (or less) will ensure that

expenditures do not exceed anticipated income; and, increases the year-end balance available for investing.

3. ***Pursue a more aggressive investment strategy with the Treasurer's Office.*** Currently, all reserves are invested in pooled accounts. Direct the Treasurer to invest a portion of the reserve in non-pooled accounts, if this strategy results in a higher yield.

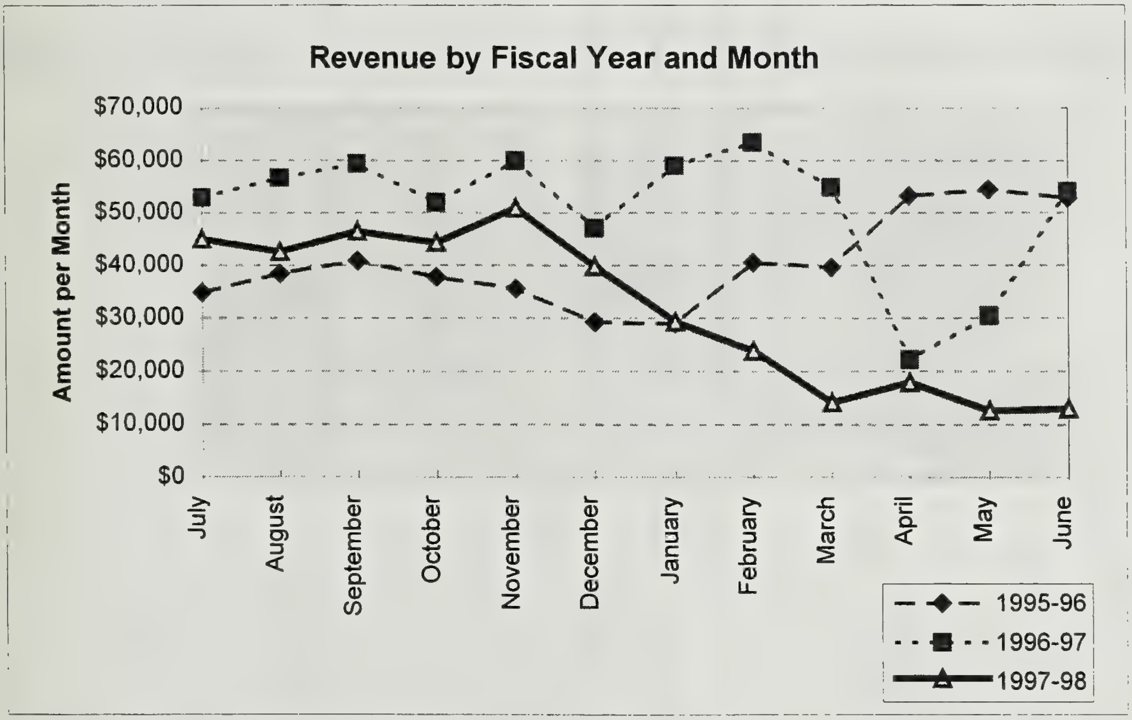
4. ***Closely monitor royalty income.*** Adjust current year and budget year expenditures accordingly.

7/29/98

ATTACHMENT I

FUHRMAN TRUST FUND
ROYALTY REVENUE BY FISCAL YEAR

	1995-96	1996-97	1997-98
July	$34,868	$52,869	$45,007
August	$38,484	$56,701	$42,566
September	$40,836	$59,381	$46,463
October	$37,810	$51,952	$44,351
November	$35,595	$59,918	$50,920
December	$29,296	$47,123	$39,777
January	$28,944	$59,016	$29,349
February	$40,560	$63,416	$23,839
March	$39,638	$54,862	$14,100
April	$53,258	$22,181	$17,942
May	$54,490	$30,415	$12,600
June	$52,820	$54,124	$12,969
Total	***$486,599***	***$611,958***	***$379,883***
Average/Month	$40,550	$50,997	$31,657



COMBINING BALANCE SHEET

	SFPL	RPD	TOTAL
ASSETS			
Deposits and Investments	$1,530,324	$2,874,475	$4,404,799
Interest and Other Receivables	$13,479	$21,132	$34,611
Total Assets	**$1,543,803**	**$2,895,607**	**$4,439,410**
LIABILITIES			
Accounts Payable	$9,028	$0	$9,028
Total Liabilities	**$9,028**	**$0**	**$9,028**
FUND EQUITY			
Reserve for Appropriation Carryforward	$971,896	-$46,238	$925,658
Unrealized Estimated Sources	$264,568	$113,375	$377,943
Unreserved Balance - Available for Appropriation	$298,310	$2,828,470	$3,126,780
Total, Fund Equity	**$1,534,774**	**$2,895,607**	**$4,430,381**
Total Liabilities and Fund Equity	**$1,543,802**	**$2,895,607**	**$4,439,409**

7/29/98

Attachment III

DETAILED FUND CONDITION STATEMENT
FUHRMAN BEQUEST FUND

	ACTUALS			PROJECTED					
	1997-98			1998-99			1999-00		
	SFPL	**RPD**	**Total**	**SFPL**	**RPD**	**Total**	**SFPL**	**RPD**	**Total**
BALANCE (Carried Forward from Previous Year	**$1,553,134**	**$2,706,547**	**$4,259,681**	**$1,543,802**	**$2,895,607**	**$4,439,409**	**$1,383,430**	**$2,937,343**	**$4,320,774**
Prior Year Adjustments (Revenue/Expenditures)	$0	$0	$0	$0	$0	$0	$0	$0	$0
Adjusted Balance	**$1,553,134**	**$2,706,547**	**$4,259,681**	**$1,543,802**	**$2,895,607**	**$4,439,409**	**$1,383,430**	**$2,937,343**	**$4,320,774**
REVENUE									
Interest & Investments	$170,782	$125,901	$296,683	$92,628	$173,736	$266,365	$83,006	$176,241	$259,246
Rents & Concessions	$191,420	$191,420	$382,840	$72,000	$72,000	$144,000	$72,000	$72,000	$144,000
Other			$0			$0			$0
Total Revenue	**$362,202**	**$317,321**	**$679,523**	**$164,628**	**$245,736**	**$410,365**	**$155,006**	**$248,241**	**$403,246**
TOTAL RESOURCES AVAILABLE	**$1,915,336**	**$3,023,868**	**$4,939,204**	**$1,708,430**	**$3,141,343**	**$4,849,774**	**$1,538,436**	**$3,185,584**	**$4,724,020**
EXPENDITURES (Appropriations)	**$371,534**	**$128,261**	**$499,795**	**$325,000**	**$204,000**	**$529,000**	**$325,000**	**$204,000**	**$529,000**
BALANCE	**$1,543,802**	**$2,895,607**	**$4,439,409**	**$1,383,430**	**$2,937,343**	**$4,320,774**	**$1,213,436**	**$2,981,584**	**$4,195,020**
Ratio of Expenditures to Revenue	102.6%	40.4%	73.6%	197.4%	83.0%	128.9%	209.7%	82.2%	131.2%
Change in Year-End Balance				-10.4%	1.4%	-2.7%	-21.4%	3.0%	-5.5%

NOTES:

1) FY 1997-98 data from FAMIS as of July 20, 1998.

2) FY's 1998-99 and 1999-00 amounts estimated from information obtained from the Department of Real Estate and the City Treasurer's Office.

3) This analysis assumes revenue from "Rents and Concessions" at $12,000 per month for FYs 1998-99 and 199-00.

4) Earnings from "Interest & Investments" calculated at 6 percent of the beginning balances for both FYs 1998-99 and 1999-00.

7/29/98

Attachment IV

FUND CONDITION STATEMENT

FUHRMAN TRUST FUND

San Francisco Public Library

	ACTUALS	PROJECTED	
	1997-98	1998-99	1999-00
BALANCE (Carried Forward from Previous Year)	**$1,553,134**	**$1,543,802**	**$1,383,430**
Prior Year Adjustments (Revenue/Expenditures)	$0	$0	$0
Adjusted Balance	$1,553,134	$1,543,802	$1,383,430
REVENUE			
Interest & Investments	$170,782	$92,628	$83,006
Rents & Concessions	$191,420	$72,000	$72,000
Other	$0	$0	$0
Total Revenue	$362,202	$164,628	$155,006
TOTAL RESOURCES AVAILABLE	$1,915,336	$1,708,430	$1,538,436
EXPENDITURES (Appropriations)	$371,534	$325,000	$325,000
BALANCE	**$1,543,802**	**$1,383,430**	**$1,213,436**
Ratio of Expenditures to Revenue	102.6%	197.4%	209.7%
Change in Year-end Balance		-10.4%	-21.4%

NOTE: All amounts derived from FAMIS and are current as of 7/20/98. FY's 1998-99 and 1999-00 are estimated.

. BROWN, JR.
A. HIGUERAS, A.I.A.
STREETS
ident
AGNOS
K. CHIN
. COULTER
H. LLORENTE
TEIMAN
oners
MINUDRI
arian
. HOUSH
n Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, August 4, 1998

(approved as amended 8/18/98)

The San Francisco Public Library Commission held its regular meeting on Tuesday, August 4, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:46 PM by President Charles A. Higueras The following members were noted present: President Higueras and Commissioners Agnos, Llorente, Steiman, and Streets. Commissioners Chin and Coulter were noted excused attendance.

APPROVAL OF MINUTES of the regular meeting of July 16, 1998.

MOTION: approval of the Minutes of July 16, 1998 was moved by Commissioner Llorente, seconded by Commissioner Agnos

Public Comment: An anonymous member of the public opposed approval of the Minutes while noting some improvement over last month's Minutes, mentioned that amended minutes for July 9 were not posted, found reporting of comments confusing, requested that his statement concerning approval the July 7th Minutes that the Minutes "did not make sense" be reported, and suggested that the report of discussion of private use of meeting rooms subsequent to the Foundation Events Management Report did not reflect what was said. Mr. Peter Warfield asked that his remarks noted on page three related to the Foundation Events Management Report specifically report his question concerning what original revenues goals had been projected for such rentals.

.President Higueras requested that corrections be made to attributed public comment remarks.

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri introduced Ms. Susan Hildreth, newly selected Deputy City Librarian, who spoke about her decades of experience as a librarian, her experiences during the first two weeks on the job, and in response to a question from Commissioner Llorente her plans for carrying out the duties assigned to the Deputy City Librarian at the San Francisco Public Library. Ms. Hildreth outlined planned re-organization of the Library's organization alighnment. In response to Vice President Streets' questions the City Librarian proposed to provide a revised library organizational chart to the Commission within the next month. The commissioners welcomed Ms. Hildreth and looked forward to a productive working relationship with her.

The Chief of Branches and Community Relations, Ms. Marcia Schneider provided a monthly report on branch activities and library programs. She reported the year end circulation's statistics noting a slight decline of 1.54% with a total circulation of 5,482, 172 system-wide reflecting 69% branch circulation (3.8 million) and 31% at the Main Library (1.7 million). These numbers very closely reflect last year's figures with a small decline in use due to the Mission Branch renovation and temporary re-location. Ms. Schneider called attention to an August 6th "Art of Burning Man" slide and video program and an August 15th lecture by pioneering San Francisco African American journalist, founder of the Sun Reporter, author, and civic and community leader Tom Fleming. The Chief of Branches mentioned a celebration of the 20th Anniversary of the San Francisco Gay Men's Chorus will include an exhibit and an August 20th performance in the Koret Auditorium. Ms. Schneider reported that the city approval process for the planned Ocean View Branch was progressing with approval of the initial stages of this project by the Planning Commission and the appropriate committees of the Art Commission. The activities of the Summer Reading Program including presentation of a public service video announcement by San Francisco Giants' player Richard Rodriquez was discussed. The Library's Children's and Youth Services Department's newest brochures were presented to the commissioners. Mr. Roberto Esteves, Acting Chief of the Main presented an update of activities at the Main Library. He informed the Commissioners that annual statistics reveal that 5,755 persons visit the Main Library every day for an annual total of 2, 037,211. He reported that visits were less during the Summer but that the new Main annually was serving significantly greater numbers of patrons than the old Main Library. Mr. Esteves noted the meeting room use at 606 events, hosting 10,000 visitors. He called attention to extensive informal meeting use of the Main Library as well. Mr. Esteves noted the arrival of the Chagoya Mural and its proposed formal installation on September 2, 1998 was described. The City Librarian, Ms. Minudri reported that the proposed state library budget could result in a significant increase in state funding for library programs. She offered to provide Commissioners with model letters to be sent to Governor Wilson urging him to approve the proposed budget prepared by the legislature. The City Librarian suggested caution in planning use of any potential increase in funds received from the state. Should the budget be approved as submitted, she proposed a possible $200,000.00 increase in maintenance and upkeep, an increase in the book budget, and possibly might consider purchase of equipment. Ms. Minudri outlined a possible multi-year approach to spending any potential increases in state funding for libraries. In response to questions by Vice President Streets, Ms Minudri proposed to keep the Commissioners fully informed of her budget plans. She also informed the Commissioners that resolving Commissioner Steiman's request for changes in the book reserve process and for ordering requested books not in the collections could not be accomplished now and would have to wait until the library can automate this process. The City Librarian reported that library staff participation in the 1998 AIDS Walk had raised $2641.00 for the charity. A report on the new Community Information Kiosk located at the Castro Street/Harvey Milk Plaza Muni Station using the library database,(at no cost to the library), was a big success. Ms. Minudri described consideration of a potential new site for the Ingleside Branch Library at a former Bank of America building on Faxon Avenue. Ms. Minudri described the extensive work done by the personnel office to provide opportunities for some classes of provisional library employees to become permanent employees. She described the steps in process in agreement with library unions to work with various eligibility lists for the positions of Librarian I, II and II to accomplish this process. Regarding online catalog improvements, the City Librarian reported that a new DRA Web II has recently been made available to the library. This Lynx based catalog interface browser will, when adjusted in close consultation with staff to meet our library needs, significantly simplify and improve the catalog. Ms. Minudri outlined a process that could result in the new interface being available for use in January. The City Librarian proposed that the Commission designate its 2nd meeting in September to be a budget planning workshop. Ms. Minudri called attention to the fact that this meeting marked her 1st anniversary as City Librarian and expressed her appreciate with the assistance, support, and good work accomplished during this past year.

Public comment: An anonymous member of the public questioned as to why position vacancy announcements for most chief and coordinator senior management positions in the library excluding a “Chief of Automation Services” position were posted. The City Librarian noted no “Chief of Automation Services” position existed and that the other positions were currently held provisionally and that current incumbents would have to compete in a formal process for permanent appointment in these Librarian IV positions.

REQUEST FOR PROPOSALS (RFP) FOR THE POST OCCUPANCY EVALUATION (POE) OF THE MAIN LIBRARY REPORT

President Charles Higueras informed the Commission concerning the City Attorney’s Office and the Human Rights Commission’s efforts to approve the final text for the proposed Request For Proposals (RFP) for the Post Occupancy Evaluation (POE) of the Main Library (copy attached). In response to Commissioner Llorente’s inquiry Deputy City Attorney Adine Varah confirmed that the Human Rights Commission had signed off on the proposed draft and that it fully met the City Attorney’s requirements as well. President Higueras described the proposed schedule for the selection of a proposer to carry out the evaluation. In response to a question by Commissioner Agnos, the Commission Secretary outlined proposed efforts in cooperation with the Human Rights Commission to widely disseminate the Request For Proposals to attract a wide array of candidates.

MOTION: Commissioner Llorente moved approval of the Request For Proposals (RFP) for the Post Occupancy Evaluation of the Main Library as submitted, seconded by Commissioner Agnos.

Public comment: An anonymous member of the public expressed disappointment that Dr. Cranz, the Request For Proposals (RFP) consultant, was unavailable to explain changes included in this draft, noted the importance of hiring an outside consultant in gaining a professional assessment of issues, suggested that important considerations in approving any draft were 1st does library staff feel that their concerns were listened to in preparing the proposal, and 2nd does the proposed assessment address how well the building works as a work location for library staff. Additionally the anonymous member of the public questioned the lack of elements concerning the history of how decisions were made in designing the building. Mr. Peter Warfield opposed approval of the RFP because of its serious weaknesses. His principle objection to the proposal is the absence of a review of how decisions were made in designing the building, how a lack of space for books might be addressed, the question of open shelving, and no assurance that input from interested parties would be accepted and published as is done with some environmental impact reports.

President Higueras noted that the focus and substance of the post occupancy evaluation will be how well the Main Library building functions and how it can be improved. He pointed out that a forensic review of how things happened or who was responsible for decisions in the past is not the purpose of this study.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Higueras, and Llorente)

COMMISSION MEETING SCHEDULE REVISION

The Commission Secretary outlined a proposed adjustment in the Commission Meeting Schedule moving the 2nd meeting in October to Thursday, October 22nd in the Latino Hispanic Room. There was discussion of various Commission meeting issues, including holding Commission meetings in branch libraries. **The Commissioners requested that the Commission Secretary report to the Commission on the possibility of scheduling alternative meeting locations for future commission meetings.**

MOTION: approval of the revised schedule was moved by Commissioner Llorente, seconded by Commissioner Steiman.

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

FUHRMAN TRUST REPORT

Mr. George Nichols, Library Supervising Finance Officer, distributed a detailed Annual Report for FY 97-98 and analysis of the Fuhrman Trust (copy attached). He outlined this report in a PowerPoint presentation to the meeting providing a detailed breakdown of the fund. Mr. Nichols described extensive information concerning the status of the Trust's accounts and various fund balances and made recommendations toward maintaining Fund integrity.

His report called special attention to significant declines in Trust income during this past year. Income was projected at a conservative $72,000.00 for this year. Mr. Nichols recommended the reduction of current year expenditures to $150,000, limit FY 98-99 spending to a like amount, pursue a more aggressive investment strategy for the Fund, and closely monitor Fund revenues prepared to act as needed to protect its integrity. Commissioner Steiman inquired concerning possible investment strategies to increase income. The City Librarian indicated that she had already taken action to reduce the Fuhrman Fund expenditure in the current FY98-99 budget to $150,000. Vice President Streets asked about authority for spending the Fund Principle in accordance with Commission fiduciary responsibility as its trustees. Commissioner Llorente expressed the Commission's gratitude for this extensive report and inquired regarding how the current income is managed. In response to President Higueras' questions, Mr. Nichols proposed a follow-up report to the Commission as information becomes available within the next three months. Commissioner Agnos asked concerning anticipated Fund income projections and ways to address apparently declining income. Commissioner Llorente asked about the current royalty arrangements. Vice President Streets asked that Mr. Nichols recommendations be brought back to the Commission as an action item.

Public comment: Mr. Ed Regan suggested that Fuhrman Trust income be invested in currency options and that Fuhrman Fund materials on politics and economics did not seem to be available at the main or in the branch libraries. An anonymous member of the public asked if Fuhrman revenue was designated for specific items. Another anonymous member of the public expressed a belief that the bottom had not been reached in considering the Fuhrman Fund, wondered at the lack of a FY97-98 Annual Report, disputed the report's reporting of the probate court's modification of the original bequest, noted that formerly the Library Commission would monthly approve Fuhrman Fund expenditures, called attention to a former Commission Secretary's 1988 Report on likely declines in Fund income which resulted in former Library Commissioner Jebe moving that the Commission establish a policy of not expending Fuhrman Fund Principle, that former Commissioner Jebe reaffirmed that resolution in 1994, and expressed disappointment that both the definition of the Fund, whether the principle or income would be delved into, and what the amount of expenditures should be had gone into administration. Mr. Peter Warfield asked about any listing of Fuhrman Fund expenditures in the report. Another anonymous member of the public suggested that a list of Fuhrman Trust materials be made available.

The Commissioners requested that additional discussion of the Fuhrman Trust be calendared for a future meeting.

LIBRARIAN'S GUILD: No report.

NEW BUSINESS: Commissioner Llorente suggested that the Commission consider a hiatus at its December meeting. President Higueras called attention to a draft Library Commission Policy Handbook and noted a discussion to be held at an October meeting. He also inquired concerning a branch needs assessment survey and requested that the City Librarian report to the Commission on this project. Commissioner Higueras also asked concerning scheduling a presentation on the on-going role of Library Affinity groups.

Public comment: An anonymous member of the public noted past Commission practice of deciding on a hiatus at its June meeting.

PUBLIC COMMENT:

Ms. Darlene Evans, a Library volunteer from San Lorenzo, called attention to a book Information Anxiety, mentioned problems with oversized books on library shelves, noted major increases in information available, suggested video presentations of Commission meetings at branch libraries, and complained concerning Library hiring practices. Mr. Ed Regan asked that Library hours be extended from 6AM to Midnight every day and allow use of post office boxes as residence addresses for the purpose of obtaining a library card. Mr. Peter Warfield agreed that library hours be expanded, perhaps through rotation of the hours among the main and branches, suggested that the Commission do advance work for the post occupancy evaluation by holding public hearings on various aspects of the Main Library building, soliciting and publishing public comments, gather previously published information concerning maintenance expenses in the Main Library, expressed unhappiness that the history of the development of the building was not a focus of the POE, and suggested that Commission Bylaws be changed to allow members of the public to respond to comments by Commissioners on matters discussed in public comment. An anonymous member of the public discussed four lawsuits filed against the Library related to the Fuhrman Trust, particularly the fourth lawsuit in which he was not involved. Comments labeling the plaintiffs of this lawsuit as "Chaffee followers" and other resulting negative experiences were mentioned.

ADJOURNMENT

MOTION: Commissioner Streets, seconded by Commissioner Llorente moved to adjourn the meeting.

ACTION: APPROVED Aye 5-0 (Agnos, Higueras, Llorente, Steiman, and Streets)

The meeting was declared adjourned at 8:06PM

Michael Housh, Library Commission Secretary 8/10/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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NOTICE OF SPECIAL MEETING

The San Francisco Public Library Commission will hold a Special Meeting called by the Commission President as follows:

DATE: Tuesday, August 18, 1998 *NOTE DATE CHANGE*
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, Civic Center

IE L. BROWN, JR.
or

LES A. HIGUERAS, A.I.A.
dent

A. STREETS
President

RY AGNOS
NIE K. CHIN
EN A. COULTER
EST H. LLORENTE
OL STEIMAN
nissioners

NA MINUDRI
Librarian

IAEL HOUSH
ission Secretary

The meeting will be called to order.

AGENDA:

1. APPROVAL OF THE MINUTES
Presentation of, discussion of, and possible action to approve the minutes of regular Commission meeting of August 4, 1998. ACTION

2. APPROVAL OF SITE FOR NEW OCEAN VIEW BRANCH ACTION
Presentation of, discussion of, and possible action to acquire the site of new Ocean View Branch Library.

3. LIBRARIANS' GUILD REPORT

4. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

5. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

6. ADJOURNMENT (requires motion and public comment) ACTION

8/12/98 - M.Housh, Commission Secretary

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Tuesday, August 18, 1998

The San Francisco Public Library Commission held a special meeting on Tuesday, August 18, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:46 PM by Commissioner Coulter
The following members were noted present: Commissioners Agnos, Chin, Coulter, and Steiman. President Higueras and Vice President Streets were noted excused attendance. Commissioner Llorente joined the meeting at 5:49PM.

APPROVAL OF MINUTES of the regular meeting of August 4, 1998.

MOTION: approval of the Minutes of August 4, 1998 was moved by Commissioner Agnos, seconded by Commissioner Chin.

The Commission Secretary pointed out errors discovered and corrected in the draft Minutes. Commissioner Steiman suggested re-phrasing of a question involving a staff position described as "Director of Automation Services" reported in public comment concerning the City Librarian's Report.

Public Comment: An anonymous member of the public expressed concern that the Minutes were not yet posted on the Internet, that the Library Commission postings on the Library Website were difficult to access, called attention to the City Librarian's announcement in connection with the Fuhrman Trust Report that she had reduced the Library's proposed Fund expenditures pointing out that in his view the Commissioners as Fuhrman Fund Trustees should undertake any reductions in such expenditures rather than the City Librarian.

Commissioner Coulter requested that appropriate corrections be made.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Llorente, and Steiman)

ACQUISITION OF THE SITE FOR NEW OCEAN VIEW BRANCH

The City Librarian, Ms. Minudri, outlined the previous Commission discussion concerning selection of 345 Randolph Street (Assessor's Parcel No. 7118/44) as the site for the new Ocean View Branch Library. Ms. Minudri noted that the Commissioners were being asked to approve a resolution using the same language as a Board of Supervisor's Finance Committee Resolution 98-1280 authorizing the purchase of the property scheduled to be approved at its August 19, 1998 meeting. Commissioner Agnos inquired if the amount, ($197,500), included in a Board of Supervisor's Budget Analyst's Report on the proposed

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San Francisco, California 94102
Telephone 415.557.4233

purchase of the property included demolition costs. The City Librarian noted that demolition costs for the existing structure on the site were covered by other amounts included in the Library's approved budget for this project.

MOTION: by Commissioner Llorente, seconded by Commissioner Steiman **authorizing the purchase of 345 Randolph Street (Assessor's Block No. 7118/44) for the San Francisco Public Library's Ocean View Branch Library.**

Public comment: Mr. Peter Warfield asked why it was necessary that a special meeting be held to approve this purchase. An anonymous member of the public mentioned that it was regrettable that Commission Vice President Fran Streets was not present, as she had previously, in connection with the Commission's approval of a supplementary budget request undergoing Board of Supervisor's Committee action, expressed concern that the Library Commission had been compelled to act without due discussion.

Commissioner Llorente noted that there had been extensive discussion of the details of the new Ocean View Branch Library project by the Commission prior to this formal approval of the acquisition of the property.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Llorente, and Steiman)

LIBRARIAN'S GUILD: No report.

NEW BUSINESS: None proposed.

PUBLIC COMMENT:

An anonymous member of the public reflected on observations made in a recent New York Times obituary concerning a romanticized view of the ante-bellum South imparted through its subject's mother and later discovered to be not only false but based in brutality as exemplifying the functioning of a "verandah factor" whereby those benefiting from a certain status are unaware of the brutality which maintains this status and how this model relates to Library commissioners and staff being moved to the "rail" of the verandah in relation to position of the Library Foundation.

ADJOURNMENT

MOTION: Commissioner Llorente, seconded by Commissioner Steiman moved to adjourn the meeting.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Llorente, and Steiman)

The meeting was declared adjourned at 6:04PM

Michael Housh, Library Commission Secretary 8/25/98

Please note: These a draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

AGENDA

Finance Committee
Board of Supervisors
City and County of San Francisco

REGULAR MEETING

WEDNESDAY, AUGUST 19, 1998 - 1:00 P.M.

VETERANS BUILDING
401 VAN NESS AVE, RM. 410
SAN FRANCISCO, CA. 94102

MEMBERS: Supervisors Mabel Teng, Barbara Kaufman, Gavin Newsom

CLERK: Joni Blanchard

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Disability Access

Both the Committee Room (Room 410) and the Chamber (Room 404) are wheelchair accessible. The closest accessible BART Station is Civic Center, four blocks from the Veterans Building. Accessible MUNI lines serving this location are: #42 Downtown Loop and the #71 Haight/Noriega and the F line to Market and Van Ness and the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

There is accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 308 staff.

The following services are available on request 48 hours prior to the meeting or hearing:

- For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.
- For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

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REGULAR CALENDAR

1. File 98-1286. [1st Offender Prostitution Prog. Fee] Ordinance amending Admin. Code by adding Section 10.193-1, authorizing District Attorney's Office to collect fees from participants in the First Offender Prostitution Program. (District Attorney)

ACTION:

2. File 98-1321. [Emerg. Repair/Southeast Water Pollution Plant] Resolution approving the expenditure of funds for the emergency work to demolish and remove the collapsed roof cover of SEWPCP Digester No. 5. - $182,573.00. (Public Utilities Commission)

ACTION:

3. File 98-1280. [Purchase - 345 Randolph St.] Resolution authorizing the purchase of 345 Randolph Street (Assessor's Parcel No. 7118/44) for the S.F. Public Library's Oceanview Branch Library; and adopting findings under the California Environmental Quality Act and findings pursuant to City Planning Code Section 101.1. (Real Estate Dept.)

ACTION:

4. File 98-1088. [Flea Market] Ordinance amending Admin. Code by adding Chapter 9B, Sections 9.B1 through 9B.9, authorizing the City Administrator to establish and regulate a flea market at 100 Alemany Boulevard; charging vendors at the market a fee for the privilege of selling at the market; and ratifying and approving fees collected between June 1996 and the effective date of this ordinance. (Supervisor Newsom)

ACTION:

5. File 98-0997. [Dept. of Emergency Communications] Ordinance amending Admin. Code Section 7.7 to eliminate the authority of the Director of Emergency Services to manage the City's 911 communications facility and by adding Section 2A.200 to create a Dept. of Emergency Communications, under a Director of Emergency Communications appointed by the Mayor, to operate the City's 911 communications facility. (Supervisor Medina)

ACTION:

LEGISLATION UNDER THE 30-DAY RULE

Rule 5.40 provides that when legislation is introduced which would create or revise major city policy, the committee to which it is assigned shall not consider the legislation until at least 30 days after the date of introduction.

There are no items now pending in Committee under the 30-day Rule. Watch future calendars for matters.

Item 3 – File 98-1280

Department:	Department of Real Estate Public Library
Item:	Resolution authorizing the purchase of the property located at 345 Randolph Street in order to demolish the existing vacant commercial building and construct a new Oceanview Branch Library; and adopting findings under the California Environmental Quality Act and findings pursuant to City Planning Code Section 10[illegible]
Location:	Assessor's Block No. 7118, Lot No. 44
Seller:	Ms. Anna Lee
Size of Lot:	Approximately 2,175 square feet of land area
Purchase Price:	$197,500 including $10,000 in closing costs
Source of Funds:	Previously appropriated funds included in the Public Library's FY 1998-99 budget
Description:	Approval of the proposed resolution would authorize the acquisition of the subject property, Block No. 7118, Lot No. 44, from Ms. Anna Lee for $197,500 for construction of a new, City-owned Oceanview Branch Library. The subject property, consisting of a vacant, one-story commercial building on approximately 2,175 square feet of land, is located in the Oceanview neighborhood on the southeast corner of Randolph Street and Ramsell Street. The rectangular-shaped lot has dimensions of approximately 29' x 75', or a total of approximately 2,175 square feet as noted above. In FY 1997-98, the Property was assessed at $250,000. Property taxes for FY 1997-98 were approximately $2,975, based on a tax rate of $1.19 per $100 of assessed valuation. According to the Assessor's Office, the current owner successfully appealed this assessment during FY 1997-98, and the assessment for FY 1998-99 will be $140,000. Regardless of this reassessment, the City will no longer receive any Property Taxes once the City acquires the subject property.

At its August 18, 1998 meeting, the Library Commission will consider a resolution to acquire the subject property in order to construct a new, permanent Oceanview Branch Library. This new Branch Library would replace an existing leased facility, located at 111 Broad Street, now being used as the temporary Oceanview Branch Library. According to Ms. Claudine Venegas of the Department of Real Estate (DRE), the leased space is not in compliance with the Americans with Disabilities Act (ADA).

The Department of City Planning (DCP) has found that the proposed acquisition of the subject property is in conformity with the City's General Plan and consistent with the eight Priority Policies of Planning Code Section 101.1. DCP has also found that the proposed acquisition and projected use of the subject property are exempt from Environmental Review under Class I of the California Environmental Quality Act.

Comments:

1. As part of the Board of Supervisors approval of the Public Library's FY 1998-99 budget, $2,500,000 was budgeted to pay for the subject $197,500 acquisition price as well as the demolition of the existing building and the design and construction of a new Oceanview Branch Library.

2. According to Ms. Venegas of the DRE, the Oceanview Branch Library currently occupies 1,370 square feet of space at 111 Broad Street. The current monthly rent for this leased space is $827, or approximately $0.60 per square foot per month, or $9,924 per year. As noted above, the existing leased space does not comply with ADA requirements. According to Ms. Venegas, although the lease for this space expired on July 31, 1993, the Public Library has continued to lease the space on a month-to-month basis. According to Ms. Venegas, the reason for continuing this lease on a month-to-month basis instead of negotiating for a regular lease term is that the City cannot sign a lease on a property that does not comply with ADA requirements. According to Ms. Venegas, the Public Library expects to continue to occupy the existing leased space until the new Oceanview Branch Library is completed and ready for occupancy. According to Ms. Marcia Schneider of the Public Library, it is

anticipated that the new Oceanview Branch Library will be completed and operating in February of 2000.

3. Ms. Venegas states that the DRE has determined that the purchase price of $187,500, or approximately $86.21 per square foot based on the lot area of 2,175 square feet, represents the fair market value of the 345 Randolph Street property. The owner of the property has agreed to this purchase price and has entered into an Agreement of Purchase and Sale with the City, which is scheduled to close on or before November 6, 1998. Ms. Venegas estimates that the total costs to purchase the property, including $10,000 in closing costs, will be $197,500. According to Ms. Schneider, the $197,500 in acquisition costs for the 345 Randolph Street property is included in the $2,500,000 that has been appropriated in the FY 1998-99 Public Library budget. As noted above, in addition to the acquisition price for the subject property, the $2,500,000 total project appropriation is estimated to also cover the costs for the demolition of the existing vacant commercial building and the design and construction of the new Oceanview Branch Library, according to Ms. Schneider.

4. According to Ms. Schneider, the new two-story building will consist of 4,700 square feet, which is 3,330 square feet, or 243 percent more than the 1,370 square feet contained in the existing leased facility. The additional space in the new Branch Library will contain a new computer lab, a children's story telling room, and a basement ~~storage~~ for mechanical equipment, along with expanded public space and other facilities designed to ensure ADA compliance, according to Ms. Schneider. As shown in the Attachment provided by Mr. Edgar Lopez of the Department of Public Works' Bureau of Architecture, the current estimated cost to acquire the property, as well as to pay for the demolition of the existing building and the design and construction of the new Branch Library, is $2,492,000, or $8,000 less than the $2,500,000 appropriated for the project in the Public Library's FY 1998-99 budget. According to Mr. Lopez, in ~~October~~ November of 1998 the Public Library expects to initiate an Invitation to Bid process for the award of a construction contract. Construction is projected to begin in February of 1999, and to be completed, as noted above, in ~~February of 2000~~. the first quar
of 2000.

BOARD OF SUPERVISORS
BUDGET ANALYST

Recommendation: Approve the proposed resolution, based on the prior policy decision of the Board of Supervisors to approve funds in the Public Library's FY 1998-99 budget to construct a new Oceanview Branch Library, contingent on approval by the Library Commission at its meeting of August 18, 1998 to acquire the subject property.

BOARD OF SUPERVISORS
BUDGET ANALYST

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Tuesday, August 18, 1998

(Approved as amended 9/1/98)

The San Francisco Public Library Commission held a special meeting on Tuesday, August 18, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:46 PM by Commissioner Coulter The following members were noted present: Commissioners Agnos, Chin, Coulter, and Steiman. President Higueras and Vice President Streets were noted excused attendance. Commissioner Llorente joined the meeting at 5:49PM.

APPROVAL OF MINUTES of the regular meeting of August 4, 1998.

MOTION: approval of the Minutes of August 4, 1998 was moved by Commissioner Agnos, seconded by Commissioner Chin.

The Commission Secretary pointed out errors discovered and corrected in the draft Minutes. Commissioner Steiman suggested re-phrasing of a question involving a staff position described as "Director of Automation Services" reported in public comment concerning the City Librarian's Report.

Public Comment: An anonymous member of the public expressed concern that the Minutes were not yet posted on the Internet, that the Library Commission postings on the Library Website were difficult to access, called attention to the City Librarian's announcement in connection with the Fuhrman Trust Report that she had reduced the Library's proposed Fund expenditures pointing out that in his view the Commissioners as Fuhrman Fund Trustees should undertake any reductions in such expenditures rather than the City Librarian.

Commissioner Coulter requested that appropriate corrections be made.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Llorente, and Steiman)

ACQUISITION OF THE SITE FOR NEW OCEAN VIEW BRANCH

The City Librarian, Ms. Minudri, outlined the previous Commission discussion concerning selection of 345 Randolph Street (Assessor's Parcel No. 7118/44) as the site for the new Ocean View Branch Library. Ms. Minudri noted that the Commissioners were being asked to approve a resolution using the same language as a Board of Supervisor's Finance Committee Resolution 98-1280 authorizing the purchase of the property scheduled to be approved at its August 19, 1998 meeting. This special meeting of the Commission allowed the Library to formally authorize purchase of the property it had previously discussed as the new branch location prior to the Supervisor's Finance Committee vote. Commissioner Agnos inquired if the amount, ($197,500), included in a Board of

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Supervisor's Budget Analyst's Report on the proposed purchase of the property included demolition costs. The City Librarian noted that demolition costs for the existing structure on the site were covered by other amounts included in the Library's approved budget for this project.

MOTION: by Commissioner Llorente, seconded by Commissioner Steiman **authorizing the purchase of 345 Randolph Street (Assessor's Block No. 7118/44) for the San Francisco Public Library's Ocean View Branch Library.**

Public comment: Mr. Peter Warfield asked why it was necessary that a special meeting be held to approve this purchase. An anonymous member of the public mentioned that it was regrettable that Commission Vice President Fran Streets was not present, as she had previously, in connection with the Commission's approval of a supplementary budget request undergoing Board of Supervisor's Committee action, expressed concern that the Library Commission had been compelled to act without due discussion.

Commissioner Llorente noted that there had been extensive discussion of the details of the new Ocean View Branch Library project by the Commission prior to this formal approval of the acquisition of the property.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Llorente, and Steiman)

LIBRARIAN'S GUILD: No report.

NEW BUSINESS: None proposed.

PUBLIC COMMENT:

An anonymous member of the public reflected on observations made in a recent New York Times obituary concerning a romanticized view of the ante-bellum South imparted through its subject's mother and later discovered to be not only false but based in brutality as exemplifying the functioning of a "verandah factor" whereby those benefiting from a certain status are unaware of the brutality which maintains this status and how this model relates to Library commissioners and staff being moved to the "rail" of the verandah in relation to position of the Library Foundation.

ADJOURNMENT

MOTION: Commissioner Llorente, seconded by Commissioner Steiman moved to adjourn the meeting.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Llorente, and Steiman)

The meeting was declared adjourned at 6:04PM

Michael Housh, Library Commission Secretary 8/25/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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NOTICE OF CANCELED MEETING

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NOTICE IS HEREBY GIVEN that the meeting of the *San Francisco Public Library Commission* scheduled for

Thursday, August 20, 1998, at 5:30 PM

at the Main Library, Civic Center, has been canceled.

Michael Housh
Secretary, Library Commission

POSTED: August 12, 1998

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NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, September 1, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order
AGENDA:

1. APPROVAL OF THE MINUTES

Presentation of, discussion of, and possible action to approve the minutes of the special Commission meeting of August 18, 1998. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by City Librarian Regina Minudri

a). Report by Susan Hildreth, Deputy City Librarian
b). Report by Marcia Schneider, Chief of Branches/Community Relations
c). Report by Roberto Esteves, Chief of the Main

3. REQUEST FOR PROPOSALS-POST OCCUPANCY EVALUATION
Report on the progress of the Request for Proposals.

4. MISSION BRANCH RENOVATION
Report by the Department of Public Works

5. LIBRARY POLICIES **ACTION**
a) Presentation of, discussion of, and possible action to approve an Internet Policy for the Library.
b) Presentation of, discussion of, and possible action to approve a Main and Branch Hours Policy.

6. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. ADJOURNMENT (requires motion and public comment) **ACTION**

8/25/98 -.M.Housh, Commission Secretary

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

San Francisco Public Library Commission Policy Manual

Internet Access Policy Policy #206

Section: Library Services
Adopted: Sept. '98
Revised

To fulfill its mission of providing free and equal access to information, knowledge, independent learning and the joy of reading to our diverse community, the San Francisco Public Library provides access to the Internet. The Internet consists of information on a wide range of topics provided by millions of individuals and organizations around the world.

Links to some of these sites can be found on the home web pages designed by the staff of the San Francisco Public Library. In linking other web sites to its home pages, the San Francisco Public Library follows its material selection guidelines. Beyond this, the Library has not participated in the development of those other sites, and does not exert any editorial or other control over those sites. Any link from the Library's web site to another web site is not an endorsement from the Library. The Library does not warrant that its web site, the server that makes it available, or any links from its site to other web sites are free of viruses or other harmful components.

The Library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents. Not all information found on the Internet is accurate, complete, up-to-date, legal or philosophically acceptable to all individuals. The Library shall have no liability for any direct, indirect or consequential damages related to the use of the information found on the Internet. The Library does not monitor the use of the Internet; nor does the Library employ filtering software. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.

The Library does not provide e-mail accounts to patrons; however, patrons with existing e-mail accounts may use the Library's terminals to access their accounts.

The Library has developed guidelines to insure that all patrons have equal access to electronic resources of all types, including the Internet. In addition, patrons must adhere to general rules of conduct, as approved by the Library Commission on December 4, 1990 (Form SFPL-704). These guidelines and conduct rules must be followed by any patrons using the Library's workstations. Examples of inappropriate behavior on Library workstations include but are not limited to:

- using any Library workstation to gain unauthorized access to the Library's network or computer systems or to any other network or computer system;
- attempting to damage computer equipment or software;
- attempting to alter software configurations or install any software;
- attempting to cause degradation of system performance; distributing unsolicited advertising;
- using any Library workstation for any illegal or criminal activity;
- violating any copyright laws or software licensing agreements;
- invading the privacy of others;
- defaming others;
- representing oneself as another person for purposes of fraud or other illegal activity; and
- violating any federal, state or local laws or regulations.

Violation of guidelines or conduct rules may result in loss of library privileges, including exclusion from all library buildings. Unlawful activities will be dealt with in an appropriate manner.

As needed, staff can assist patrons with basic information on how to search the Internet to the extent that staff time and patron demands allow. In addition, the Library provides several levels of Internet training and other aids for the public in the use of the Internet.

San Francisco Public Library Commission Policy Manual

Days and Hours of Operation Policy #201

Section: Library Services
Adopted: Sept. '98
Revised

It is the policy of the San Francisco Library Commission, consistent with Proposition E of June 1,1994, the Main Library and its departments and branch libraries will be open on the days and at the times listed.

The days and hours of operation will be as follows:

The Main Library

Monday	10-6
Tuesday	9-8
Wednesday	9-8
Thursday	9-8
Friday	11-5
Saturday	9-5
Sunday	12-5

The hours of the major Main Library sections shall be at least 60 hours per week, Monday through Sunday or as authorized by Library Commission Policy #205 (Holiday Closure Policy).

Special service units such as Interlibrary Loan, Project Read, San Francisco History, Services for the Hearing and Visually Impaired may operate at no fewer than 30 hours per week.

This policy regarding days and hours of operation may be modified in the event of an emergency or by prior authorization by the Library Commission.

Branch Libraries Hours total = 1112

Branch Library	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Anza	12-6	10-9	1-9	10-6	1-6	12-6	Closed
Bayview/A.E. Waden	10-6	10-6	1-9	1-6	1-6	10-6	Closed
Bernal Heights	Closed	10-9	1-9	10-6	1-6	1-6	Closed
Chinatown	1-9	10-9	10-9	10-6	1-6	10-6	1-5
• children's room	1-6	10-8	1-8	10-6	1-6	10-6	1-5
Eureka Valley/HMM	12-6	10-9	1-9	10-6	1-6	12-6	Closed
Excelsior	1-9	10-9	10-9	10-6	1-6	10-6	1-5
Glen Park	Closed	10-6	12-8	1-7	1-6	1-6	Closed
Golden Gate Valley	Closed	10-6	12-8	1-7	1-6	1-6	Closed
Ingleside	Closed	10-6	12-8	1-6	1-6	12-6	Closed
Marina	10-6	10-6	1-9	1-9	1-6	10-6	1-5
Merced	Closed	10-9	1-9	10-6	1-6	10-6	Closed
Mission	1-9	10-9	10-9	10-6	1-6	10-6	1-5
• children's room	1-6	10-8	1-8	10-6	1-6	10-6	1-5
Noe Valley/S. Brunn	Closed	10-9	1-9	10-6	1-6	12-6	Closed
North Beach	12-6	10-9	1-9	10-6	1-6	12-6	Closed
Ocean View	Closed	10-6	10-6	1-6	1-6	12-6	Closed
Ortega	10-6	10-6	1-9	1-9	1-6	10-6	Closed
Park	Closed	10-9	12-8	10-6	1-6	10-6	Closed
Parkside	12-6	10-9	1-9	10-6	1-6	12-6	Closed
Portola	Closed	10-6	12-8	1-7	1-6	1-6	Closed
Potrero	Closed	10-9	1-9	10-6	1-6	12-6	Closed
Presidio	Closed	10-9	1-9	10-6	1-6	10-6	Closed
Richmond	10-6	10-9	10-9	1-9	1-6	10-6	1-5
• children's room	10-6	10-8	1-8	1-6	1-6	10-6	1-5
Sunset	1-9	10-9	10-9	10-6	1-6	10-6	1-5
• children's room	1-6	10-8	1-8	10-6	1-6	10-6	1-5
Visitacion Valley	Closed	10-6	12-7	1-7	1-6	12-6	Closed
West Portal	1-9	10-9	10-9	10-6	1-6	10-6	1-5
Western Addition	1-9	10-6	10-9	1-6	1-6	10-6	Closed

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, September 1, 1998

The San Francisco Public Library Commission held its regular meeting on Tuesday, September 1, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:43 PM by President Charles A. Higueras The following members were noted present: President Higueras and Commissioners Chin, Llorente, and Steiman. Commissioner Streets joined the meeting at 5:55PM. Commissioners Agnos and Coulter were noted excused attendance.

APPROVAL OF MINUTES of the special meeting of August 18, 1998.

MOTION: approval of the Minutes of August 18, 1998 was moved by Commissioner Chin, seconded by Commissioner Llorente.

Public Comment: An anonymous member of the public mentioned that the meeting had been short, recalled memories of Commission meetings in the old Main Library, called attention to the posted "as amended" minutes for August 4th were described as "draft" at the end of the document, and while noting complex sentence structure did not oppose approval of the Minutes. Mr. Peter Warfield asked that the response to his question concerning the need to call a special Commission meeting to approve the purchase of the site for the new Ocean View Branch library prior to a meeting of the Board of Supervisors Finance Committee be included in the public comment portion of the agenda. Mr. Timothy Gillespie asked that responses to questions raised by members of the public in public comment be included in the minutes.

ACTION: APPROVED Aye 4-0 (Chin, Higueras, Llorente, and Steiman)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri reported that the Board of Supervisors had approved the purchase of the Randolph Street property for the new Ocean View Branch Library and that Mayor Brown will hold a celebration including neighborhood children to mark his signing legislation to transfer of the title to the property on September 4, 1998 at noon. Ms. Minudri informed the Commissioners concerning the on-going negotiations for the Library to acquire long-term use of Brooks Hall. She reported that she will meet with Mayor Brown to discuss possible future library uses for Brooks Hall later in the week. The City Librarian called attention to a day-long visit by library commissioners and staff from the Nashville/Davidson County Public Library during the week of August 21, 1998 as part of their efforts to build a new library. Ms. Minudri announced that preliminary discussions were on-going with library patron Mrs. Marjorie Stern to hold a second "Prides and Joys" bibliophile exhibit, this time featuring treasures in private collections.

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The City Librarian then introduced Deputy City Librarian Susan Hildreth to present her segment of the monthly report. A member of the public requested that public comment be taken on the City Librarian's report. Following consultation with Deputy City Attorney Adine Varah, President Higueras chose to allow comment by members of the public on various parts of the City Librarian's Report agenda item.

Public comment: Mr. Timothy Gillespie disagreed with the City Attorney's advice concerning what constitutes an agenda item and what constitutes appropriate public comment on an agenda item. and criticized what he believed to be Commissioner's views on public comment. An anonymous member of the public expressed concern that purchase of the Randolph Street property had come before the Commission for approval one day prior to the Board of Supervisor's Finance Committee vote to authorize its acquisition. Another anonymous member of the public inquired if the cost of the purchase of the Randolph Street property had been included in the Library Budget and was informed that the entire cost was part of a General Fund appropriation to the Library specifically for creation of a new Ocean View Branch Library.

Ms. Susan Hildreth, Deputy City Librarian described her growing familiarity with the library system, described meetings with staff members and visits to various branch libraries, and mentioned participating in training sessions. She additionally noted that she would be on duty during September at the Main Library Information Desk on Tuesdays from 4-5PM.

The Chief of Branches and Community Relations, Ms. Marcia Schneider provided a report on upcoming Library programs. She reported the opening of "Stone type" an exhibit of works by Sumner Stone, a renowned designer of new typefaces. Ms. Schneider also noted an exhibit titled "Through My Father's Eyes", a visual tour of the Bay Area communities during the 1940s and 1950s through the photos of famed Filipino-American artist Ricardo Alvarado. Ms. Schneider called attention to September 9, 1998 reception opening the Alvarado exhibit. An exhibit in the Skylight Gallery "Free At Last", a history chronicling the abolition of slavery in America. The Chief of Branches mentioned the resumption of the Fall lecture series on opera, calling particular attention to an Opera Guild lecture by Christopher Haley in conjunction with the premiere of the opera "A Streetcar Named Desire". Ms. Schneider announced an upcoming September 12, 1998 program in the Koret Auditorium commemorating author William Sayoran's 90th Birthday. A September 30, 1998 program "Valor and Freedom" honoring the contributions of African American soldiers before, during, and after the Civil War by Archivist Anthony Powell was mentioned. Commissioner Llorente noted that the photographs of Ricardo Alvarado also cover life not only in the Filipino American Community, but also various communities in San Francisco's Western Addition Neighborhood including the Japanese American and African American communities, and in the Central Valley, the Native American Community.

Public comment: An anonymous member of the public inquired how free to the public events which occur in the library are scheduled and about fees charged to presenters.

Mr. Roberto Esteves, Acting Chief of the Main reported on no charge community events held in the Main Library during August 1998. He informed the Commissioners that there were 21 free community and 10 city agency events with more than 1,085 individual participants at the Main last month. He reported new statistics of 5,594 individuals who daily enter the building with 5300 of them continuing into the library services areas. Mr. Esteves noted the gallery attendance at 1,447 visitors for the "Lesbian Mothers" exhibit. He called attention to the fact that the community event coordinator was back full-time. Mr. Esteves noted that a reception hosted by the Mexican Consulate marking the installation of the Enrique Chagoya Mural would be held on September 2, 1998. Mr. Esteves called attention to a Gay Men's Chorus exhibit in the Steve Silver Center and a performance by the singers held in the previous week.

Public comment: An anonymous member of the public asked how many people used the various entrances of the building. Mr. Timothy Gillespie inquired regarding any Library Foundation or for fee programs described in Mr. Esteves report.

REQUEST FOR PROPOSALS (RFP) FOR THE POST OCCUPANCY EVALUATION (POE) OF THE MAIN LIBRARY REPORT

Ms. Susan Hildreth, Deputy City Librarian, designated project manager for the post occupancy evaluation described the pre-bid conference held on August 31, 1998 to allow potential proposers an opportunity to ask questions regarding various aspects of the Request for Proposals (RFP) for the Post Occupancy Evaluation of the Main Library. The Deputy City Librarian reported that the RFP had been very widely advertised and posted on a number of Internet locations, netting 22 requests for copies. Mrs. Hildreth noted that the bulk of the questions discussed at the meeting focused primarily on the scope of the work and intricacies of the city's contracting processes. She noted that the opportunity for proposers to submit written questions regarding details of the proposal will run until September 15, 1998, and that proposals are to be submitted by November 2, 1998. Commissioner Llorente asked about the level of serious interest expressed by potential bidders in submitting proposals among the participants. Commission Vice President Fran Streets noted that realistically there is a limited universe of companies capable of doing the work. Mrs. Hildreth indicated that although there were a small number of participants attending the pre-bid conference they evinced great interest in doing the project. She did note some expressed concerns with the four month timeline to carry out the task. Mrs. Hildreth described the ideal team as requested should include an architect, a library consultant, a space planner, a mechanical/electrical engineer, and a cost estimator.

MISSION BRANCH RERNOVATION

Mr. Roger Wong, Department of Public Works reported to the Commission on the progress of the Mission Branch Library Renovation project during August 1998. In his report (copy attached) Mr. Wong described various unexpected construction difficulties which would shift the anticipated contract construction completion date from November 23, 1998 to February 8, 1999. Mr. Wong outlined construction activities which would enable needed work to be done while fully preserving the ornate ceiling. These changes created an additional seven week shift in the project schedule. In response to questions by Commission President Higueras, Mr. Wong provided a detailed description of the various issues and changes which brought the project to this point. Mr. Wong specifically addressed additional costs issues and assured the Commissioners that any work orders or other changes were approved by library representatives and fully within planned contingency costs and the projected construction schedule. In response to a question by Commissioner Steiman he discussed various options for compensated or uncompensated ways of addressing additional delays. In response to Vice president Streets concerns regarding the budget he proposed to provide President Higueras with a budget status report. Mr. Wong clarified that the current project completion timeline still projected re-opening by May 7, 1999 in response to a question by Commissioner Chin. Mr. Wong then presented a slide tour of the progress on the Mission Branch renovation. Mr. Wong responded to questions by the Commissioners concerning details of the project raised during the slide tour. He then presented and described in detail a sample materials and color board with a diagram of the building showing which materials and colors would be used in each part of the renovated building as was previously requested by Commissioner Higueras. There was discussion among the Commissioners concerning various kinds of flooring and use of colors in some areas of the building. Mr. Wong noted that library staff played a major role in the selection process for types of flooring materials and approved colors used throughout the building.

Public comment: An anonymous member of the public expressed support for aggressive oversight of this project given previous experiences with projects of this kind and questioned any need to treat contractors discouragement. Another anonymous member of the public inquired concerning a potential difficulty in moving book trucks or chairs in carpeted areas. Mr. Peter Warfield inquired about how floor covering decisions were made and who was included in making that decision.

INTERNET POLICY

The City Librarian discussed and outlined the extensive work contributed by the members of the Library Internet Task Force, composed of Main and Branch library staff, which developed the proposed Internet Policy,(copy attached). She noted that adoption of such a policy was primarily necessary in order to provide library staff with a clear basis to address problems raised by potential patron misuse of library Internet access that could lead to a lawsuit. Ms. Minudri called attention to extensive staff input in the development process for the policy being presented for Commission approval. She then introduced Deputy City Attorney Adine Varah to discuss and outline various legal issues that the proposed policy addressed. Ms. Varah called attention to the specific clarifications listed in the draft policy and explained the City Attorney's legal reasoning on these points and responded to Commissioners questions. The City Librarian noted that whatever policy is adopted will be difficult to enforce and any enforcement will be primarily done after the fact. Commissioner Higueras noticed a confusing SFPL form number reference regarding rules of conduct in the Library and at Commissioner Chin's suggestion directed that it be changed to reflect the proper corresponding Commission policy number. Commission President Higueras requested that Ms. Toni Bernardi, Coordinator of Children and Youth Services to inform the Commission regarding how these programs address Internet issues. Ms. Bernardi gave a detailed and comprehensive overview of the carefully crafted Internet use systems developed for children and youth. She also provided an insightful description of her department's pamphlet/ website information piece Exploring the Internet, a Note for Parents and My Rules For Online Safety for children and youth. She informed the Commissioners concerning the variety of modes of computer access by children and youth and the extensive efforts made to provide information for parents and children and youth. Ms. Bernardi noted that the Library treats Internet access for children and youth in the same manner as access to other library materials by children and youth are handled. The Commissioners discussed whether to take action or delay consideration of approval to the October 6th meeting

Public comment: Melissa Riley, a branch librarian, suggested that approval of the draft policy be delayed for further review, that the American Library Association has suggested ways to address these issues, and additionally she noted that many of the problems addressed in the proposed policy involve the public rather than the Library. Mr. Timothy Gillespie denounced the draft policy as flawed, cited the large number of forbidden acts with draconian consequences listed in the proposed policy, that many items in the policy seem to be legal issues outside the scope of library policy, opined that the punishment proposed for violations of the draft policy seemed drastic, suggested that attorneys versed in civil rights law review the proposed policy in addition to the City Attorney to address First Amendment issues, and recommended the Commission hold a forum to draft a model policy for Internet use. An anonymous member of the public found serious problems with the proposed policy, noted that as anything connected with the Internet will be controversial an option would be to post potential policy on the Internet and invite a wide spectrum of comment on creation of an appropriate policy, discussed the legal issues involved in restricting speech through prior restraint of potential defamation, and cited the case Kramer vs. Morristown which established that libraries as a limited public forum must meet the highest First Amendment standards and cannot restrict use of library services. Mr. Peter Warfield expressed that he was sad and distressed by the proposed policy, that other libraries' policies gave most attention to protect users, that the draft policy seemed focused on in a one-sided, negative, punitive fashion on misuse of library facilities, that its punishments for violations seems draconian, and how will the policies and punishments for violations be enforced. Ms. Detje Boler noted that the proposed policy date of approval assumed adoption of the policy, asked when a policy was adopted authorizing adding so many Internet terminals to the Library, noted that she felt protective of the book collection, asked for a comparison of all expenses incurred by the library between computer related costs and book costs, inquired about the number of Internet monitors available, and why E mail is made available to patrons. She further suggested a public forum on computers vs. books in the Library. Ms. Melissa Riley, a branch librarian, additionally discussed aspects of patron privacy involved with Internet use and recommended at least two meetings to review any proposed policy before its adoption.

The Commissioners and the City Librarian discussed the merits of various aspects of the proposed policies citing examples used in other libraries, ways to address violations, proportionate punishment for violations of policy, and expressed interest in having further time to consider options in setting policies. President Higueras then proposed without objection that a revised Internet Policy be brought back to the Commission for possible approval at a future meeting.

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The City Librarian described the proposed policy as just a formal affirmation of the current practice as set following the adoption of Proposition E. Commissioner Steiman called attention to the point that these hours were set for a five year period and would not be changed until the next phase of Prop. E.. Commissioner Chin asked about possible circumstances such as shared facilities whereby the hours might be changed. Commissioner Llorente mentioned that a well regarded friend of the public library not present at the meeting would have certainly risen to request additional hours.

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Commission Vice President Fran Streets noted that the current Library hours were fixed under Proposition E and that next year there will be an extensive effort to gather views regarding changes hours of service for the next five year cycle under Proposition E. Both the City Librarian and Commissioner Steiman called attention to library staff concerns and past experience with later evening hours at the Main Library.

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Llorente, Steiman, and Streets)

LABOR UNION REPORT: No report.

NEW BUSINESS: None offered

Commissioner Steiman inquired about aspects of a library organization chart.

Public comment: Ms. Detje Boler asked regarding the process used to remove a title from the online catalog. Mr. Peter Warfield inquired concerning the system used to track Commissioners requests for future agenda items.

PUBLIC COMMENT:

Ms. Detje Boler inquired concerning a report on the comparative expenditures on communications technology as distinguished from books and materials, how booktitles are purged from the online computer, who does it, and how many books have been removed. She expressed interest in titles classified as "Ask librarian for holdings" and any records concerning removed titles. An anonymous member of the public again reflected on issues raised in a recent New York Times obituary of author Julian Green, described as an gifted but lesser known gay Catholic American author whose works, written in French during 1927-1993, concerned his realization of the contrast between the reality of life in the ante-bellum South and a vision of plantation life of fine ladies and courtly gentlemen imparted through the author's mother. This reflecting a conundrum that gracious ladies and courtly gentlemen wish to remain unaware of the things than maintain them expressed in the anonymous member of the public's reported worse experience of "Get rid of that guy, and I don't want to know how you do it " with past Library Commissioners widely thought of as "nice people" rather than being dismissed as "a process junkie" in the more recent interactions with current Library Commissioners.

ADJOURNMENT

MOTION: Commissioner Streets, seconded by Commissioner Steiman moved to adjourn the meeting.

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Llorente, Steiman, and Streets)

The meeting was declared adjourned at 8:53PM

Michael Housh, Library Commission Secretary 9/10/98

Please note: These a draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
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Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Tara D. Lamont, Bureau Manager

MISSION BRANCH LIBRARY RENOVATION
MONTHLY REPORT August and September 1998

General

Contractor	Trico Construction
Start date:	11/24/97
Original contract time	365 days
Extension granted	8 calendar days (see below)
Original completion date	11/23/98
Revised completion date	12/2/98
Contract amount	$1,944,000
Approved Change Order	$95,053
Percentage of completion as of 8/19/98	65%

Construction progress/issues

First floor: Mechanical and electrical work on first floor continued.
Rear portion: New roof slab was constructed. Western steel stair was completed.
Main floor: Plaster was cut at locations of steel columns. Recesses on brick walls were formed at these locations. Ceiling penetrations were opened. Steel columns will be installed week of 8/31/98.
Attic: Catwalk supports were braced at locations where required. Additional re-bars were welded at ceiling penetrations.

During the cutting of brick work, it was noticed the existing walls are out of plumb. Deeper recesses are necessary at certain places to fit the new structure. Due to various unforeseen field conditions in the attic support and the ceiling, work has slowed down. Adjustments to the structures on eastern and western walls are made. Additional costs are partially reflected in Change Order No. 6. With the structural modification, the City benefits cost saving on the ceiling work. In addition, it is now able to preserve the historic sculptured portions of the ceiling in their original conditions.

Construction schedule

Eight calendar days of extension time were granted up to the point before the steel work. The unforeseen conditions described above push the tentative construction completion date to 2/8/99.
According to the project schedule, the completion of construction is scheduled for 1/15/99. The net effect on the overall project schedule is a 3-week delay.

Construction budget

As of 8/28/98, the total amount of approved change order is $95,053. Details of the change orders are as follows:
Change Order No.1: $18,360 for caisson work, etc.
Change Order No.2: $18,883 for replacing an existing slab and bookshelf bases, and plumbing work.
Change Order No.3: $18,770 for handling contaminated soil from elevator pit, additional electrical conduits, and window at computer room, etc.
Change Order No.4: $6,406 for replacing a broken drain at sidewalk, adding autodialer for fire alarm system, etc
Change Order No.5: $12,541 for installing frieze at art work area, changing steel connection at stair landing, demolishing a section of parapet wall at back, etc
Change Order No.6: $20,093 for reinforcing ceiling plaster supports, modifying rain water leader, and miscellaneous works
Total change order costs: $95,053, among which $75,110 is due to unforeseen site conditions, $ 9,486 is additional work, and. $10,457 is due to omission.
All change orders were approved by Richard Walsh of the Library.

Other issues

One of the two storage containers on the street was removed. Conditions of side walk have been improved.

Internet Access Policy Policy #206

Section: Library Services

Adopted: Sept. '98

Revised

To fulfill its mission of providing free and equal access to information, knowledge, independent learning and the joy of reading to our diverse community, the San Francisco Public Library provides access to the Internet. The Internet consists of information on a wide range of topics provided by millions of individuals and organizations around the world.

Links to some of these sites can be found on the home web pages designed by the staff of the San Francisco Public Library. In linking other web sites to its home pages, the San Francisco Public Library follows its material selection guidelines. Beyond this, the Library has not participated in the development of those other sites, and does not exert any editorial or other control over those sites. Any link from the Library's web site to another web site is not an endorsement from the Library. The Library does not warrant that its web site, the server that makes it available, or any links from its site to other web sites are free of viruses or other harmful components.

The Library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents. Not all information found on the Internet is accurate, complete, up-to-date, legal or philosophically acceptable to all individuals. The Library shall have no liability for any direct, indirect or consequential damages related to the use of the information found on the Internet. The Library does not monitor the use of the Internet; nor does the Library employ filtering software. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.

The Library does not provide e-mail accounts to patrons; however, patrons with existing e-mail accounts may use the Library's terminals to access their accounts.

The Library has developed guidelines to insure that all patrons have equal access to electronic resources of all types, including the Internet. In addition, patrons must adhere to general rules of conduct, as approved by the Library Commission on December 4, 1990 (Form SFPL-704). These guidelines and conduct rules must be followed by any patrons using the Library's workstations. Examples of inappropriate behavior on Library workstations include but are not limited to:

- using any Library workstation to gain unauthorized access to the Library's network or computer systems or to any other network or computer system;
- attempting to damage computer equipment or software;
- attempting to alter software configurations or install any software;
- attempting to cause degradation of system performance; distributing unsolicited advertising;
- using any Library workstation for any illegal or criminal activity;
- violating any copyright laws or software licensing agreements;
- invading the privacy of others;
- defaming others;
- representing oneself as another person for purposes of fraud or other illegal activity; and
- violating any federal, state or local laws or regulations.

Violation of guidelines or conduct rules may result in loss of library privileges, including exclusion from all library buildings. Unlawful activities will be dealt with in an appropriate manner.

As needed, staff can assist patrons with basic information on how to search the Internet to the extent that staff time and patron demands allow. In addition, the Library provides several levels of Internet training and other aids for the public in the use of the Internet.

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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A. HIGUERAS, A.I.A.
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. STREETS
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AGNOS
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STEIMAN
ioners

MINUDRI
rarian

L HOUSH
ion Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, September 1, 1998

(Approved September 17, 1998)

The San Francisco Public Library Commission held its regular meeting on Tuesday, September 1, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:43 PM by President Charles A. Higueras
The following members were noted present: President Higueras and Commissioners Chin, Llorente, and Steiman. Commissioner Streets joined the meeting at 5:55PM. Commissioners Agnos and Coulter were noted excused attendance.

APPROVAL OF MINUTES of the special meeting of August 18, 1998.

MOTION: approval of the Minutes of August 18, 1998 was moved by Commissioner Chin, seconded by Commissioner Llorente.

Public Comment: An anonymous member of the public mentioned that the meeting had been short, recalled memories of Commission meetings in the old Main Library, called attention to the posted "as amended" minutes for August 4th were described as "draft" at the end of the document, and while noting complex sentence structure did not oppose approval of the Minutes. Mr. Peter Warfield asked that the response to his question concerning the need to call a special Commission meeting to approve the purchase of the site for the new Ocean View Branch library prior to a meeting of the Board of Supervisors Finance Committee be included in the public comment portion of the agenda. Mr. Timothy Gillespie asked that responses to questions raised by members of the public in public comment be included in the minutes.

ACTION: APPROVED Aye 4-0 (Chin, Higueras, Llorente, and Steiman)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri reported that the Board of Supervisors had approved the purchase of the Randolph Street property for the new Ocean View Branch Library and that Mayor Brown will hold a celebration including neighborhood children to mark his signing legislation to transfer of the title to the property on September 4, 1998 at noon. Ms. Minudri informed the Commissioners concerning the on-going negotiations for the Library to acquire long-term use of Brooks Hall. She reported that she will meet with Mayor Brown to discuss possible future library uses for Brooks Hall later in the week. The City Librarian called attention to a day-long visit by library commissioners and staff from the Nashville/Davidson County Public Library during the week of August 21, 1998 as part of their efforts to build a new library. Ms. Minudri announced that preliminary discussions were on-going with library patron Mrs. Marjorie Stern to hold a second "Prides and Joys" bibliophile exhibit, this time featuring treasures in private collections.

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TELEPHONE 415.557.4233

The City Librarian then introduced Deputy City Librarian Susan Hildreth to present her segment of the monthly report. A member of the public requested that public comment be taken on the City Librarian's report. Following consultation with Deputy City Attorney Adine Varah, President Higueras chose to allow comment by members of the public on various parts of the City Librarian's Report agenda item.

Public comment: Mr. Timothy Gillespie disagreed with the City Attorney's advice concerning what constitutes an agenda item and what constitutes appropriate public comment on an agenda item. and criticized what he believed to be Commissioner's views on public comment. An anonymous member of the public expressed concern that purchase of the Randolph Street property had come before the Commission for approval one day prior to the Board of Supervisor's Finance Committee vote to authorize its acquisition. Another anonymous member of the public inquired if the cost of the purchase of the Randolph Street property had been included in the Library Budget and was informed that the entire cost was part of a General Fund appropriation to the Library specifically for creation of a new Ocean View Branch Library.

Ms. Susan Hildreth, Deputy City Librarian described her growing familiarity with the library system, described meetings with staff members and visits to various branch libraries, and mentioned participating in training sessions. She additionally noted that she would be on duty during September at the Main Library Information Desk on Tuesdays from 4-5PM.

The Chief of Branches and Community Relations, Ms. Marcia Schneider provided a report on upcoming Library programs. She reported the opening of "Stone type" an exhibit of works by Sumner Stone, a renowned designer of new typefaces. Ms. Schneider also noted an exhibit titled "Through My Father's Eyes", a visual tour of the Bay Area communities during the 1940s and 1950s through the photos of famed Filipino-American artist Ricardo Alvarado. Ms. Schneider called attention to September 9, 1998 reception opening the Alvarado exhibit. An exhibit in the Skylight Gallery "Free At Last", a history chronicling the abolition of slavery in America. The Chief of Branches mentioned the resumption of the Fall lecture series on opera, calling particular attention to an Opera Guild lecture by Christopher Haley in conjunction with the premiere of the opera "A Streetcar Named Desire". Ms. Schneider announced an upcoming September 12, 1998 program in the Koret Auditorium commemorating author William Sayoran's 90th Birthday. A September 30, 1998 program "Valor and Freedom" honoring the contributions of African American soldiers before, during, and after the Civil War by Archivist Anthony Powell was mentioned. Commissioner Llorente noted that the photographs of Ricardo Alvarado also cover life not only in the Filipino American Community, but also various communities in San Francisco's Western Addition Neighborhood including the Japanese American and African American communities, and in the Central Valley, the Native American Community.

Public comment: An anonymous member of the public inquired how free to the public events which occur in the library are scheduled and about fees charged to presenters.

Mr. Roberto Esteves, Acting Chief of the Main reported on no charge community events held in the Main Library during August 1998. He informed the Commissioners that there were 21 free community and 10 city agency events with more than 1,085 individual participants at the Main last month. He reported new statistics of 5,594 individuals who daily enter the building with 5300 of them continuing into the library services areas. Mr. Esteves noted the gallery attendance at 1,447 visitors for the "Lesbian Mothers" exhibit. He called attention to the fact that the community event coordinator was back full-time. Mr. Esteves noted that a reception hosted by the Mexican Consulate marking the installation of the Enrique Chagoya Mural would be held on September 2, 1998. Mr. Esteves called attention to a Gay Men's Chorus exhibit in the Steve Silver Center and a performance by the singers held in the previous week.

Public comment: An anonymous member of the public asked how many people used the various entrances of the building. Mr. Timothy Gillespie inquired regarding any Library Foundation or for fee programs described in Mr. Esteves report.

REQUEST FOR PROPOSALS (RFP) FOR THE POST OCCUPANCY EVALUATION (POE) OF THE MAIN LIBRARY REPORT

Ms. Susan Hildreth, Deputy City Librarian, designated project manager for the post occupancy evaluation described the pre-bid conference held on August 31, 1998 to allow potential proposers an opportunity to ask questions regarding various aspects of the Request for Proposals (RFP) for the Post Occupancy Evaluation of the Main Library. The Deputy City Librarian reported that the RFP had been very widely advertised and posted on a number of Internet locations, netting 22 requests for copies. Mrs. Hildreth noted that the bulk of the questions discussed at the meeting focused primarily on the scope of the work and intricacies of the city's contracting processes. She noted that the opportunity for proposers to submit written questions regarding details of the proposal will run until September 15, 1998, and that proposals are to be submitted by November 2, 1998. Commissioner Llorente asked about the level of serious interest expressed by potential bidders in submitting proposals among the participants. Commission Vice President Fran Streets noted that realistically there is a limited universe of companies capable of doing the work. Mrs. Hildreth indicated that although there were a small number of participants attending the pre-bid conference they evinced great interest in doing the project. She did note some expressed concerns with the four month timeline to carry out the task. Mrs. Hildreth described the ideal team as requested should include an architect, a library consultant, a space planner, a mechanical/electrical engineer, and a cost estimator.

MISSION BRANCH RERNOVATION

Mr. Roger Wong, Department of Public Works reported to the Commission on the progress of the Mission Branch Library Renovation project during August 1998. In his report (copy attached) Mr. Wong described various unexpected construction difficulties which would shift the anticipated contract construction completion date from November 23, 1998 to February 8, 1999. Mr. Wong outlined construction activities which would enable needed work to be done while fully preserving the ornate ceiling. These changes created an additional seven week shift in the project schedule. In response to questions by Commission President Higueras, Mr. Wong provided a detailed description of the various issues and changes which brought the project to this point. Mr. Wong specifically addressed additional costs issues and assured the Commissioners that any work orders or other changes were approved by library representatives and fully within planned contingency costs and the projected construction schedule. In response to a question by Commissioner Steiman he discussed various options for compensated or uncompensated ways of addressing additional delays. In response to Vice president Streets concerns regarding the budget he proposed to provide President Higueras with a budget status report. Mr. Wong clarified that the current project completion timeline still projected re-opening by May 7, 1999 in response to a question by Commissioner Chin. Mr. Wong then presented a slide tour of the progress on the Mission Branch renovation. Mr. Wong responded to questions by the Commissioners concerning details of the project raised during the slide tour. He then presented and described in detail a sample materials and color board with a diagram of the building showing which materials and colors would be used in each part of the renovated building as was previously requested by Commissioner Higueras. There was discussion among the Commissioners concerning various kinds of flooring and use of colors in some areas of the building. Mr. Wong noted that library staff played a major role in the selection process for types of flooring materials and approved colors used throughout the building.

Public comment: An anonymous member of the public expressed support for aggressive oversight of this project given previous experiences with projects of this kind and questioned any need to treat contractors' discouragement. Another anonymous member of the public inquired concerning a potential difficulty in moving book trucks or chairs in carpeted areas. Mr. Peter Warfield inquired about how floor covering decisions were made and who was included in making that decision.

INTERNET POLICY

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ACTION: APPROVED Aye 5-0 (Chin, Higueras, Llorente, Steiman, and Streets)

LABOR UNION REPORT: No report.

NEW BUSINESS: None offered

Commissioner Steiman inquired about aspects of a library organization chart.

Public comment: Ms. Detje Boler asked regarding the process used to remove a title from the online catalog. Mr. Peter Warfield inquired concerning the system used to track Commissioners requests for future agenda items.

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ADJOURNMENT

MOTION: Commissioner Streets, seconded by Commissioner Steiman moved to adjourn the meeting.

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Llorente, Steiman, and Streets)

The meeting was declared adjourned at 8:53PM

Michael Housh, Library Commission Secretary 9/18/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

7/98

L. BROWN, JR.

A. HIGUERAS, A.I.A.
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STREETS
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AGNOS
K. CHIN
. COULTER
H. LLORENTE
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The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE:	**Thursday, September 17, 1998**
TIME:	**5:30 PM**
PLACE:	**Koret Auditorium Main Library, Civic Center**

DOCUMENTS DEPT.
SEP 1 1 1998
SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order

AGENDA:

1. APPROVAL OF THE MINUTES

Presentation of, discussion of, and possible action to approve the minutes of the special Commission meeting of September 1, 1998. **ACTION**

2. LIBRARY BUDGET WORKSHOP

Presentation and discussion of the projected 1999-2000 Library Budget processes, finance issues, and related topics by Library Chief Finance Officer George Nichols and Budget Officer Eve Sternberg.

3. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

4. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

5. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

6. ADJOURNMENT (requires motion and public comment) **ACTION**

9/10/98 - M.Housh, Commission Secretary

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TELEPHONE 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, September 17, 1998

(aqpproved October 6, 1998)

The San Francisco Public Library Commission held its regular meeting on Thursday, September 17, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 6:05 PM by President Charles A. Higueras
The following members were noted present: President Higueras and Commissioners Chin, Llorente, and Steiman. Commissioners Agnos, Coulter, and Streets were noted excused attendance.

Due to a difficulty with the recording of the meeting, the meeting was stopped and begun again at 6:11PM with a repetition of the call to order and approval of the Minutes procedure.

APPROVAL OF MINUTES of the regular meeting of September 1, 1998.

MOTION: approval of the Minutes of September 1, 1998 as submitted was moved by Commissioner Llorente, seconded by Commissioner Chin.

Public Comment: An anonymous member of the public pointed out that a thorough reading of the online version of the Minutes showed that quotation marks and apostrophes had been deleted from the text making proper understanding of some sentences difficult. In addition, the anonymous member of the public noted examples of reporting in the Minutes characterized as “disenfranchising” the public by the manner in which discussion is reported. It was noted that the formal Public Comment concerning the anonymous member of the public’s commentary on Mr. Julian Green’s New York Times obituary was a generally faithful reporting of what was said.

ACTION: APPROVED Aye 4-0 (Chin, Higueras, Llorente, and Steiman)

President Higueras called the Labor Union Report out of order in order to permit any presentation be made prior to the lengthy budget workshop.

LABOR UNION REPORT: No report.

LIBRARY BUDGET WORKSHOP

Library Chief Finance Officer George Nichols and Budget Officer Eve Sternberg presented a detailed overview of the issues and processes in the development and approval of the FY ‘99-2000 Library Budget to be addressed in the next several months (copy attached). Mr. Nichols previewed policies providing a context for budget planning, refreshed the Commission’s knowledge of the current budget, described a suggested process and timeframe for building the FY ‘99-2000 budget, and provided an overview of likely revenue sources with which to fund planned expenditures. He outlined the issues and proposed budget program based on the Library administration’s view that the budget

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

exists to fulfill the Library's mission and promote Library goals. The Chief Finance Officer discussed the details of the process as building on the solid foundation created in this year's budget and described the step by step process to be used to obtain informed staff input and make budget decisions based on the real needs of Library departments. Mr. Nichols called attention to the City Librarian's stated FY '99-2000 strategic goals of increasing the Library's collection of books and materials, improving the services it provides to the public, maintaining and improving the facilities, especially at the branches, and addressing health and safety issues effecting staff and library patrons. The Chief Finance Officer emphasized the objectives necessary to accomplish these goals as being identified and further defined through budget change concepts to be submitted by the various Library department during the coming weeks. Mr. Nichols mentioned that special efforts would be made to directly link service goals, performance, and costs as recommended in the Library's 1997 strategic audit. He touched on the impact of Library re-organization on budget planning. In answer to a question by Commissioner Llorente, Mr. Nichols reported a very close and cooperative working relationship with both the Controller's Office and the Mayor's Budget staff in reorganizing the Library budget. Library Budget Officer Eve Sternberg described sources of budget revenues as 33% Prop. E Property tax set aside, 66% General Fund, and an additional $325,000.00 in Fuhrman Fund Revenues. She referred to the decision to reduce Fuhrman expenditures from the budgeted $335,000.00 to $125,000.00 as had been previous discussed at the Commission. The various revenue sources and expenditure categories were generally discussed and the budget impact of Library programs was noted. Ms. Sternberg pointed out that 71% of Library General Fund dollars derive from the Proposition E baseline, 15% Prop. J Children's budget baseline, and 14% represents contributions above baseline from the city's General Fund and includes revenues from sources such as library fines and state library grants. Regarding expenditures, it was noted that 71% of the library budget goes to salaries and benefits. Materials and supplies costs, (81% of which are for books and materials), were reported to constitute the bulk of the remainder of the budget, with 4% allocated to professional and specialized services costs such as facilities and building maintenance, a small exhibitions budget, memberships, and bindery and cataloging contracts. An additional 3% of the Library budget was described as allocated to pay for services such as Workers Compensation and telephone costs or for services provided by other city departments such as Recreation and Park for grounds-keeping or the Department of Public Works and its Bureau of Architecture for building repair work. The Library's Budget Officer highlighted the $2.5 million allocation for construction of the new Ocean View Branch Library. Ms. Sternberg provided a overview of expenditures by library department and by specific library operations. She next described the highlights of the current FY 98-99 budget. Ms. Sternberg responded with details of the Mayor's Office's primary role regarding negotiating the labor MOU process to a question from President Higueras. She pointed out some individual budget items and categories such as branch roof repairs, other deferred maintenance issues, and one-time costs such as replacement of the van. There was extensive discussion of the issues and rationale behind the Controller's approval of the modification of the Library's budget format to include General Fund revenues in the Library Preservation Fund authorized by San Francisco Proposition E of June 1994. Ms. Sternberg outlined a suggested schedule to address FY '99-2000 budget process. It was proposed that a draft budget would be provided to the Library Commission by January 10, 1999 for consideration at the January 20, 1999 Commission meeting. As suggested, the Commission's approved draft budget would next be submitted to the Mayor by February 20, 1999 for his and the Controller's review and modification. As outlined, discussions would next occur between the Mayor's Budget Office and Controller's Office and Library staff until the Mayor submitted the Budget to the Board of Supervisors on May 29, 1999. After a review and critique by the Supervisor's Budget Analyst, the Supervisor's would hold hearings making any additional modifications they choose and approve the final FY '99-'2000 budget during August of 1999. Ms. Sternberg noted key dates in the proposed Library budget process as: the September 17, 1998 discussion by the Commission of a proposed budget process and schedule, an October 6, 1998 Commission consideration and approval of Library Strategic Goals, extensive staff review, analysis, and revision by library departments of all baseline budgets concomitant with the identified goals during October and November 1998, and preparation of a draft budget to be submitted to the Commission for consideration and approval in January 1999. Mr. Nichols then addressed a suggested budget development program addressing the non-baseline budget policy process urged on all city departments during the Board of Supervisor's consideration of this year's budget. He described a four meeting process proposed for the Commission to approve the next budget. Mr. Nichols next described the planned Budget Concept process delimiting the scope and budgetary limitations involved in identifying the highest priority programmatic comprehensive needs. He posited this approach as necessary to create an inventory of needs critical in implementing long term budget planning. He observed that up to fifty single page budget change concepts will be solicited from library departments and then the highest need of these will be consolidated into more detailed budget change proposals. The Chief Finance Officer noted the competitive challenge facing the Library among city department pursuing limited amounts of new funds. He pointed out that this process could significantly assist in presenting the library's requests in a manner more likely to get support for increased funding. Mr. Nichols again described the proposed budget planning schedule beginning with approval of strategic objectives at the October 6, 1998 Commission Meeting. It was then reported that during October 1998 staff input will be sought in creating budget change concepts in line with the strategic goals. It was proposed that the Commission get a budget planning update at its November 4, 1998 meeting. The draft budget would then be further refined and presented for consideration and approval at the January 20, 1999 Commission Meeting. Commissioner Chin questioned inclusion of the staff and member of the public health and safety issues as a strategic goal. She expressed the view that these issues were subsumed within other strategic goals. Mr. Nichols noted that this topic was separated as a proposed strategic goal in order to focus attention on frequently overlooked but important issues such as ergonomic concerns or security issues. Deputy City Librarian observed that the suggested goals were brought forward for consideration and subject to reconsideration. Ms. Hildreth further noted the goals were primarily in response to the 1997 Library Strategic Audit and not from a long-range library plan which normally provides strategic guidance for planners. Commissioner Steiman inquired concerning potential for supplemental funding requests for needs which become apparent late in the budget process or if additional funds became available. Mr. Nichols suggested that this would depend on the seriousness of the needs. Commission President Charles Higueras expressed appreciation for the detailed presentation and requested that information on issues to be discussed in the proposed schedule of budget activities be provided to Commissioners sufficiently in advance of the proposed Commission meeting to be properly considered. He also noted special concern that deferred maintenance be given its due attention in crafting the next budget. The Commission President called particular attention to identifying long-term maintenance needs for the Main Library. He also inquired concerning how cost overruns, should any occur, might be addressed in the construction of the new Ocean View branch. Ms. Sternberg suggested and the Commissioners agreed that clear areas of responsibility be de-marked,(particularly regarding the work performed by the Bureau of Architecture), and that strict Commission oversight would be critical in preventing problems which could become the responsibility of the Library. At Commission Steiman's request, Deputy City Attorney Adine Varah agreed to research and inform the Commission regarding liabilities and responsibilities of individual city departments for deficiencies in joint projects. Commissioner Chin requested copies of the budget slides and asked how strategic goals had been identified. Deputy City Librarian Susan Hildreth outlined how Library administration arrived at the suggested strategic goal proposals. Commissioner Chin requested that cost estimates be included with each of the goal areas. The Deputy City Librarian noted that costs had not yet been worked out for the goal areas. There was additional general discussion among the Commissioners concerning details of the budget presentation.

Public Comment: An anonymous member of the public raised three points, expressed concern with advance availability of documents discussed at Commission meetings, again called attention to concerns expressed at the City Librarian's decision to reduce the amount of Fuhrman Fund expenditures without authorizing action by the Commissioners as fund trustees. It was further noted that the proposed strategic goals were scheduled to be approved at the next Commission meeting and that was felt an insufficient period of time for the public to consider any proposed goals and comment on them. Mr. Peter Warfield expressed concern with lack of advance availability of information on the budget presentation, suggested that members of the public receive copies of all documents provided to the Commission, that the October 6, 1998 date for consideration of strategic goals was too soon, suggesting a number of public meetings be held prior to goals being chosen. He additionally cited various issue areas in which more specific information should be available before any decision be made. He also inquired as to the amount allocated for books in the 1997-98 Budget.

Commissioners Higueras and Steiman asked the Deputy City Attorney Adine Varah to provide clarification of what action by the Commission was appropriate with regard to expenditure changes after a budgeted amount for the Fuhrman Fund was approved. Commissioner Llorente suggested that the Commission consider establishing policy to protect the long-term fiscal health of the Fuhrman Bequest.

NEW BUSINESS: None offered

Commissioner Steiman passed out postcards urging Governor Wilson to sign legislation creating the Library of California and suggested that her fellow Commissioners and members of public mail them to him in support of his signing the bill. Commission President Higueras directed the Commission Secretary to look into the problems with the online Minutes and take steps to correct them.

PUBLIC COMMENT:

Public Comment: An anonymous member of the public discussed a point of view illustrated through the example of a brief history of the fate of a Labor Day arts festival held annually for many years by local artists. The anonymous member of the public described how in the late 1970's the American Express Company began to support this event with a modest donation to the festival from its customer's transactions. This contribution, according to the anonymous member of the public, lead to an ever increasing corporate dominance over and influence on the arts festival until the artists who created it were left aside. Decisions made under this corporate influence, according the anonymous member of the public, resulted in the arts festival losing popularity. At this point, the corporate sponsors changed the festival into a fenced youth celebration with putative youth oriented activities, which after a brief upsurge of interest, failed as well ending the existence of the Labor Day festival. The point being, according to the anonymous member of the public, paraphrasing Evelyn Waugh, "Its philanthropy, simple creamy philanthropy, it swats and kills everything it touches." The anonymous member of the public further noted "it kills art, it kills life, and I greatly fear is has killed this library."

ADJOURNMENT

MOTION: Commissioner Chin, seconded by Commissioner Llorente moved to adjourn the meeting.

ACTION: APPROVED Aye 4-0 (Chin, Higueras, Llorente, and Steiman)

The meeting was declared adjourned at 7:49PM

Michael Housh, Library Commission Secretary 9/23/98

Please note: These a draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA

BUDGET PROCESS OVERVIEW

FALL/WINTER 1998/99	SPRING 1999	SUMMER 1999
City Librarian/Commission establish budget change priorities. Division Chiefs evaluate baseline budget modifications and prepare budget change proposals based on adopted budget priorities.	Controller reviews budget submissions for accuracy and determines whether proposed revenue increases will be certified.	Board's Budget Analyst reviews Library's budget as proposed by the Mayor. Library responds to questions from Budget Analyst. Budget Analyst makes recommendations for cuts to Board.
Draft budget mailed to Commission approximately January 10, for approval on January 21. Adopted budget proposal submitted by Library to the Mayor approximately February 20.	Mayor's Budget Office reviews budget reallocations and budget change proposals. Library staff respond to questions from Mayor's Office. Mayor's proposed budget submitted to Board of Supervisors May 29,1999.	Board of Supervisors holds public hearings. Commission members may wish to meet with Board members to advocate for budget change proposals that have been included in Mayor's budget. Board makes cuts and adopts final budget by August 27, 1999.

CITY AND COUNTY OF SAN FRANCISCO **OFFICE OF THE CONTROLLER**

Edward Harrington
Controller

John W. Madden
Chief Assistant Controller

RECEIVED
APR 24 1998
LIBRARIANS OFFICE

April 23, 1998

Ms. Regina Minudri, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, California 94102

Dear Ms. Minudri:

The Library currently budgets in two major funds, the General Fund and the Library Preservation Fund. The General Fund amount must be not less than an amount determined pursuant to charter section 16.109 ("baseline") and the Preservation Fund amount is determined based on a percentage allocation of the tax rate.

Library operations and programs are integrated in such a way that, effectively, it is the total amount appropriated for the two funds which determines budget authority rather than individual budget items displayed in either fund's budget. Maintaining separate budgets needlessly complicates the accounting and budget process for the Library without enhancing compliance with the charter.

After reviewing charter requirements relative to the Library baseline, we have determined that there are sufficient controls within the City's budgeting and accounting systems to continue to both demonstrate compliance with the charter and combine the budget and appropriations of the Public Library into a single operating fund.

Therefore, pursuant to the Controller's authority in charter section 3.105, effective July 1, 1998, the total operating budget and accounts of the Library Department will be shown in the Preservation Fund. The General Fund baseline amount will be reflected as a transfer-in to the Preservation Fund. We will contact Ms. Sternberg and your fiscal staff to review the details of this change, adjust index codes and complete the recast of the accounting records.

I trust that this change will foster a less complex budget and accounting process for the Library.

Very truly yours,

Edward Harrington
Controller

875 Stevenson Street • Room 235 • San Francisco CA 94103-0910 FAX 415-554-7466

City and County of San Francisco **Office of the City Attorney**

Louise H. Renne
City Attorney

Sandra K. Schaefer
Deputy City Attorney

Direct Dial: (415) 554-4259

MEMORANDUM
PRIVILEGED & CONFIDENTIAL

TO: REGINA MINUDRI
City Librarian

FROM: SANDY SCHAEFER
Deputy City Attorney

DATE: APRIL 21, 1998

RE: PRESERVATION FUND & GENERAL FUND

You have asked whether, in the opinion of the Office of the City Attorney, the San Francisco Public Library may comply with the Controller's request to combine the records for the expenditures of moneys from the Library Preservation Fund with the Library's moneys from the General Fund for accounting purposes. The Controller has assured you that line item detail in the proposed format would be sufficient to allow an analyzer to sufficiently itemize and categorize expenses whenever the Library is required to prove compliance with the Proposition E affirmative duties.

Section 16.109 of the Charter requires that the Library Preservation Fund itself shall be maintained separate and apart from all other City and County funds and appropriated by annual or supplemental appropriation. Further, the Charter requires that the moneys from the fund shall be expended or used exclusively by the Library Department solely to provide library services and materials and to operate library in accordance with requirements in this section. Since this proposal is for bookkeeping/accounting efficiency purposes only, and involves only the moneys coming out of the fund, there is nothing in the proposal which changes the requirements of establishment or maintenance of a separate fund, or adherence to duties accompanying the use of the Preservation Fund moneys, it is the opinion of this office that there is no legal obstacle to the City Librarian's granting of the Controller's request.

San Francisco Public Library

FY 1999-2000

BUILDING
THE BUDGET

TOPICS

- Mission & Goals
- Reorganization
- 1998-99 Budget
- 1999-2000 Budget Process
  - Baseline Budget
  - Policy Budget
- Revenue Analysis

MISSION STATEMENT

The SFPL system is dedicated to free and equal access to knowledge, independent learning, and the joys of reading for our diverse community.

STRATEGIC GOALS

- Enhance the Library's collection.
- Improve services provided to the public.
- Maintain the Library's physical infrastructure.
- Provide for the health and safety of employees and the public who use the library.

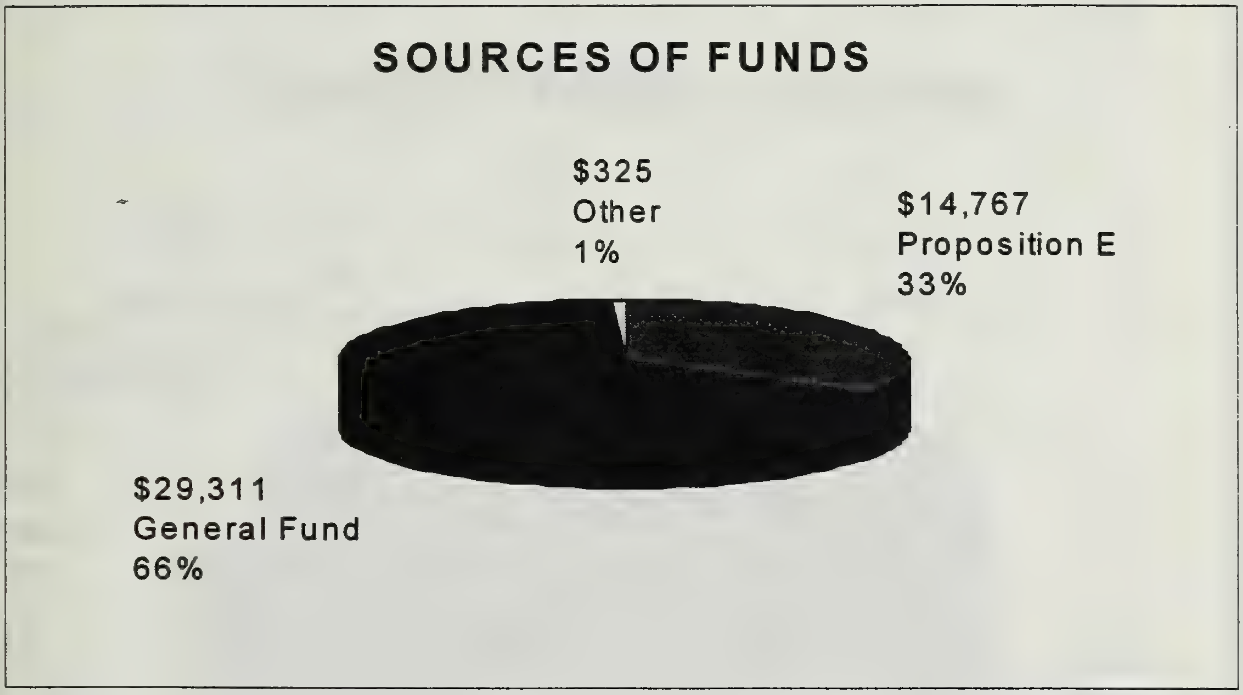
REORGANIZATION

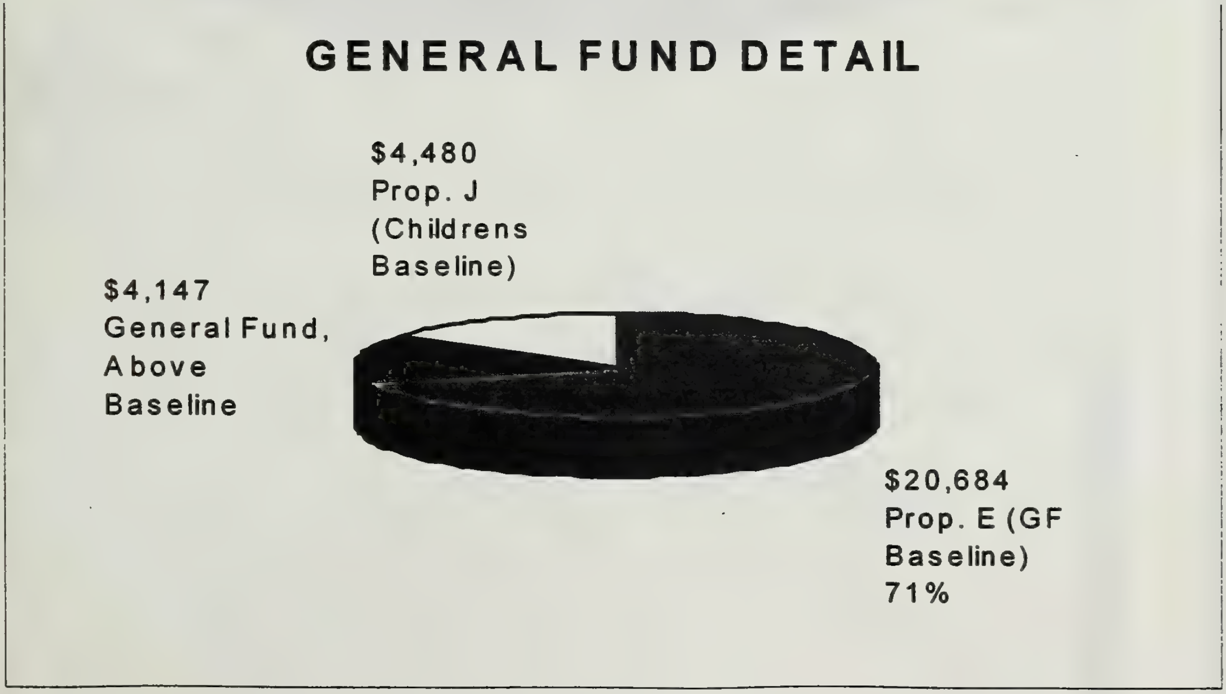
- EXISTING
  - Main
  - Branches
  - Children
  - Techn Srvcs
  - Management
- NEW
  - Public Srvc
    - » Main
    - » Branches
    - » Children & Youth Srvcs
    - » Reference & Adult Srvcs.
    - » Community Relations
  - Support Srvcs
    - » Techn Srvcs
    - » Operations
    - » Personnel
    - » Finance
    - » Automation

REORGANIZATION & BUDGET RESTRUCTURING

- Why Reorganize?
  - Improve Mgt. Control and Reporting.
  - Improve Program Cost Accounting.
  - Improve Fund Accounting.
- Effect on Budget
  - Resource reallocation.
  - Dis-aggregate Budgets.
  - New Coding Structure and Chart of Accounts.

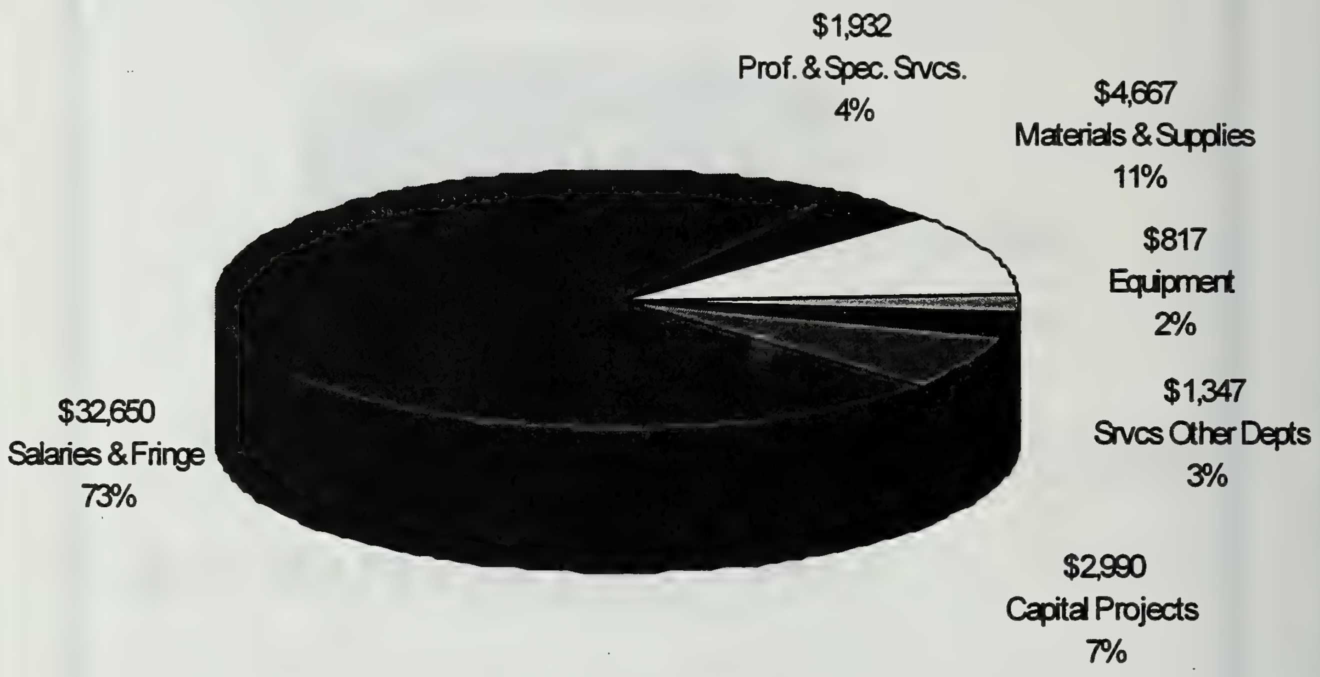
1998-99 BASE BUDGET



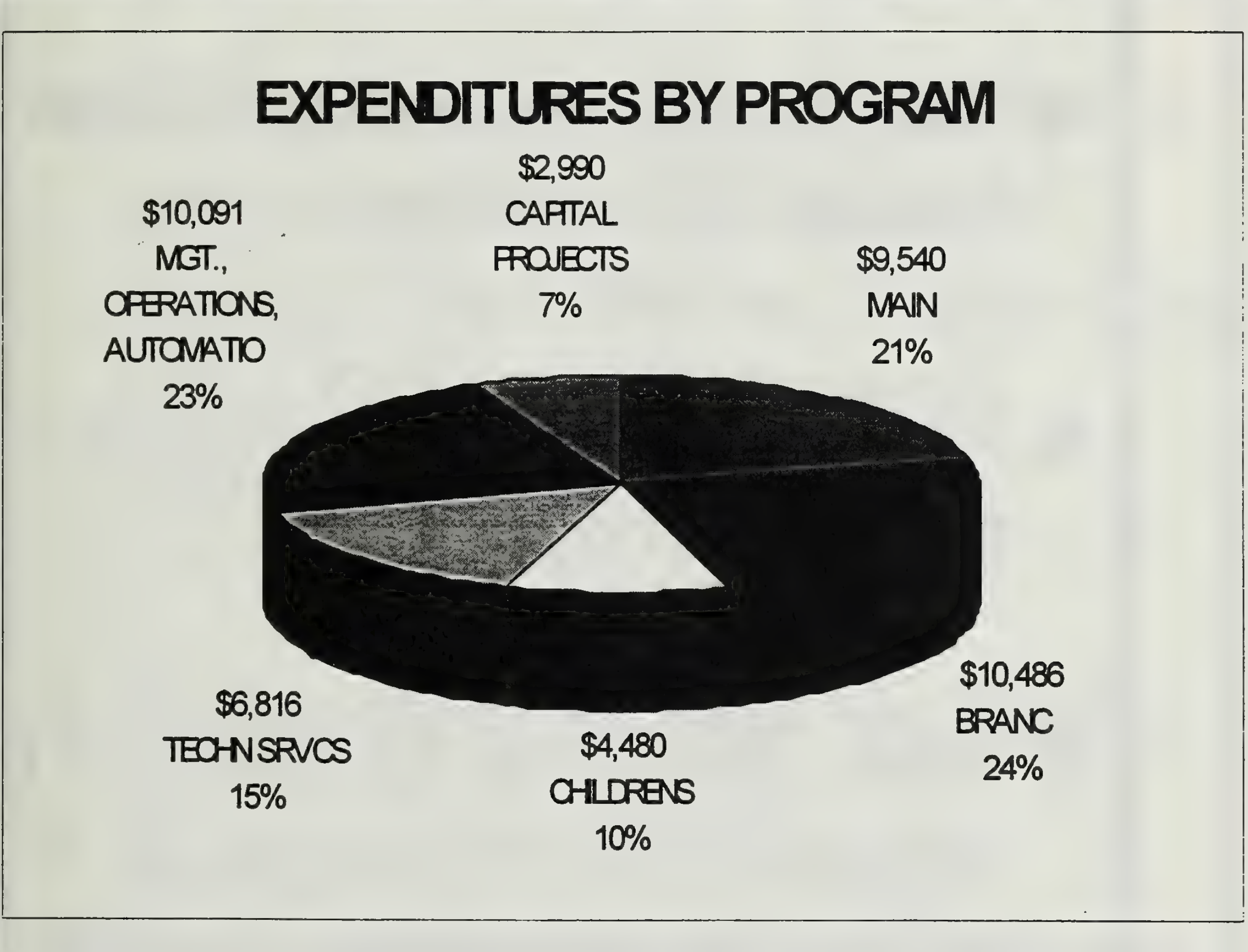


1998-99 BASE BUDGET

USES OF FUNDS



1998-99 BASE BUDGET



FY98-99 Budget Highlights

- New Oceanview Branch Library funded: $2.5 million.

- 3 percent ($105,000) increase to materials budget.

- Salary budget up $2.4 million from original FY97-98 budget, $1.8 million from revised, to fund MOU increases and reduce salary savings. Parallel fringe benefits increase.

FY98-99 Budget Highlights

- SFPL management reorganization implemented with addition of Deputy City Librarian, Supervising Fiscal Officer and two new Librarian IV positions.
- Replacement delivery van funded.
- Roof repairs for Merced, Parkside and Anza Branches funded: $250,000.

FY98-99 Budget Highlights

- Increase of $140,000 over FY97-98 in funding for deferred maintenance projects.
- Board added $75,000 to support newly renovated Mission Branch.
- Controller modified SFPL budget format to make General Fund a revenue source for Preservation Fund. This facilitates financial tracking. No impact on funding levels.

BASELINE BUDGET

- Position Reconciliation
- Step M and Salary Savings Adjustments
- Expenditure Description (non-personnel budget)
- Minor Reallocations
  - One-time Costs
  - Other Base Operating

KEY DATES (BASE)

■ Sept.	Division Chiefs recast FY 98/99 non-personnel budget to show a) 3rd level organization; and b) reorganization.
■ Oct	Personnel and Finance analyze and distribute FY98/99 personnel budget.
■ Oct.	Finance completes review of 98/99 non-personnel budget and issues instructions and forms for baseline changes.
■ Oct.	Baseline changes and expend. descriptions due to Finance.
■ Nov.	Finance reviews baseline changes with City Librarian and Division Chiefs. Finalize baseline budget.

POLICY BUDGET

- Funding proposals that expand or enhance library programs or operations beyond levels authorized and funded in the current budget.

- Recommended by the SFPL and approved by the Commission.

POLICY BUDGET PROCESS

- **STEP #1: Budget Change Concepts**
  - Identifies needs across the organization (inclusive).
  - Builds an inventory of needs.
  - Facilitates long-term budget planning.

- **STEP #2: Budget Change Proposals**
  - Highest priority needs.
  - Programmatic, comprehensive, and detailed funding proposals.
  - Recommended by the Library and approved by the Commission.

BUDGET CHANGE CONCEPTS (BCC)

- First step in developing new funding proposals.
- Single page funding proposal that identifies a need
  - Workload increase
  - Program enhancement
  - Major redirection of effort.
- Creates an inventory of “need” and basis to prioritize and plan the budget.

BUDGET CHANGE CONCEPTS (BCC)

- Consistent with mission and strategic goals.
- Related concepts consolidated into single, program-based proposals.
- Each division can submit up to five program-based concepts for consideration.
- Highest priority BCCs will be selected for inclusion in the FY 1999-2000 budget.
- Selected concepts will be further developed into Budget Change Proposals (BCPs).

BUDGET CHANGE PROPOSALS (BCP)

- Detailed funding proposal that explains:
  - **WHAT** we want to do.
  - **WHY** we need to do it.
  - **HOW** we'll do it, how much it will cost and how we determined costs.
  - **WHEN** we'll do it.

BUDGET CHANGE PROPOSALS (BCP)

- Programmatic, comprehensive, system-wide.
- Identifies a need (i.e., public service or workload related) and provides detailed analysis in support of the request.

BUDGET CHANGE PROPOSALS (BCP)

- JUSTIFICATION
  - Relation to SFPL's mission.
  - Urgency (i.e., essential or "nice to have").
  - Quantifies workload and costs (i.e., basis for determining the level of activity to be performed and the resources needed to accomplish objectives).
  - Describes objective(s) that will be met and how success will be measured if implemented (i.e., more patrons served, increased circulation, etc.).

KEY DATES (POLICY)

Sept. 17	***Commission Workshop***
Oct. 6	***Commission adopts strategic objectives.***
Oct. 9	Call Letter for BCCs and instructions for preparing BCPs sent out by Finance.
Oct. 12 - 16	BCCs prepared by programs
Oct 19 - 24	BCCs reviewed and prioritized by Division Chiefs.
Oct. 26	BCCs due to Finance.
Oct. 26-30	BCCs reviewed by Finance
Nov. 2	BCCs presented to City Librarian
Nov. 4	***Budget Update for Commission.***
Nov. 5-20	BCPs written. Submitted to Finance.
Nov. 20-30	BCPs reviewed and finalized by Finance.
Jan. 21	***Budget (and BCPs) presented to the Commission for action.***
Feb. 20	Budget submitted to the Mayor.

REVENUE ANALYSIS

- REVENUE PROJECTION
  - General Fund
  - Library Preservation Fund
  - Miscellaneous Income (by source)
  - Gifts and Bequests
  - Grants (State, Federal, other)

- FUND CONDITION

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

6/98

L. BROWN, JR.

s A. HIGUERAS, A.I.A.
nt

. STREETS
sident

Agnos
K Chin
Coulter
H. Llorente
Steiman
sioners

Minudri
rarian

l Housh
ion Secretary

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, October 6, 1998**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, Civic Center

Faxcopy 1st Posted 9/28/98 gh

DOCUMENTS DEPT.
OCT 2 0 1998
SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order

AGENDA:

1. **APPROVAL OF THE MINUTES**
Presentation of, discussion of, and possible action to approve the minutes of the regular Commission meeting of September 17, 1998. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by City Librarian Regina Minudri
a). Report by Susan Hildreth, Deputy City Librarian
b). Report by Marcia Schneider, Chief of Branches/Community Relations
c). Report by Roberto Esteves, Acting Chief of the Main

3. **BAY AREA LIBRARY & INFORMATION SYSTEM (BALIS) REPORT** by Mrs. Virginia Gee, BALIS Representative
Report on, and discussion of BALIS activities.

4. **MISSION BRANCH RENOVATION** by the Department of Public Works
Report on, and discussion of the Mission Branch Renovation.

5. **LIBRARY OF CALIFORNIA REPORT** by California State Library Networking Coordinator Ms. Barbara Will
Presentation on, and discussion of the proposed Library of California.

6. **LIBRARY BUDGET PRIORITIES** **ACTION**
Presentation of, discussion of, and possible action to approve a general statement of budget priorities for FY1999-2000.

7. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

9. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. **ADJOURNMENT** (requires motion and public comment) **ACTION**

9/21/98 - M.Housh, Commission Secretary

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

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2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

THE LIBRARY OF CALIFORNIA ...
FOR PUBLIC LIBRARY USERS AND SUPPORTERS

The Library of California is a statewide plan to bring together the information and resources of all 8,000 California libraries (public, college, corporate, healthcare, historical society, institutional, law, medical, museum, research, school, special, university) for the use of all Californians, from each California library. The public library would become ... one library with 8,000 doors

The Library of California builds upon the current California Library Services Act (CLSA), which is limited to public libraries. There will be a smooth transition of all CLSA services into the Library of California program, which expands resource-sharing support to include all types of libraries statewide. Libraries of all types will be reimbursed for the services and information they provide to people who are not part of their regular clientele.

HOW COULD IT BENEFIT PEOPLE?

Examples:

A patron in a public library wants to know more about a new preventative treatment for heart disease. Through the Library of California program, he obtains the necessary information from a hospital library and an unpublished study from UCLA.

A child in Mendocino County who is working on a special report on oceanography is able to get pictures and materials from the Monterey Bay Aquarium's library.

The owner of a small business searches the library resources of a private college specializing in market research. She locates the relevant source and requests the information electronically, using the statewide electronic library card provided by her public library, and it is delivered on her home computer.

KEY CONSIDERATIONS

- The Library of California greatly expands the information available to every Californian, making available billions of dollars worth of library resources
- Library participation is voluntary
- It opens doors for people to libraries and resources that were previously unobtainable or accessible only at a cost
- Through technology, people will be able to obtain much of the information they need online without traveling from their homes or from their local libraries
- It builds upon the successful public library resource-sharing program and takes it to the next level, expanding it to more libraries and using new technologies to deliver the services

STRATEGIC GOALS

FOR

FISCAL YEAR 1999/2000

1. Enhance the Library's collections and resources.

   Provide a Library Materials budget that is a minimum of 10% of the Library's operating budget.

2. Improve services provided to the public.

   Ensure that services provided are meeting the needs of the diverse users of the Library.

3. Maintain the Library's physical infrastructure.

   Provide safe and accessible space, collections and services.

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DOCUMENTS DEPT.
OCT 1 9 1998
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, October 6, 1998

The San Francisco Public Library Commission held its regular meeting on Tuesday, October 6, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:36 PM by Vice President Fran Streets
The following members were noted present: Vice President Streets and Commissioners Agnos, Coulter, and Llorente. Commissioner Chin joined the meeting at 5:43PM. Commissioners Charles A. Higueras and Carol Steiman were noted excused attendance.

illie L. Brown, Jr.
ayor

harles A. Higueras, A.I.A.
resident

ran A. Streets
ice President

herry Agnos
onnie K. Chin
teven A. Coulter
rnest H. Llorente
arol Steiman
ommissioners

egina Minudri
ity Librarian

ichael Housh
ommission Secretary

The Commission Secretary noted that Agenda item #5 Library of California was continued to the call of the Chair at the request of the presenter, Ms. Will, who was unable to attend the meeting due to pressing responsibilities in Sacramento.

APPROVAL OF MINUTES of the regular meeting of September 17, 1998.

MOTION: approval of the Minutes of September 17, 1998 as presented was moved by Commissioner Llorente, seconded by Commissioner Coulter.

Public Comment: An anonymous member of the public noted that the omissions in the online Minutes noted by the anonymous member of the public had been corrected, but that the reporting of the Minutes continued to inaccurately reflect the substance of comments made, specifically referring to the anonymous member of the public's reported observations concerning the discussion of who made decisions related to the reductions in Fuhrman Fund expenditures and regarding Public Comment discussions of corporate values vs. human values impact on a no longer held San Francisco Labor Day Art festival in the September 17th Minutes.

ACTION: APPROVED Aye 4-0 (Agnos, Coulter, Llorente, and Streets)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri reported that she had met with Mayor Brown concerning the city's long-term allocation of the majority of Brooks Hall for the Library's permanent use. Ms. Minudri informed the Commissioners that the Mayor had agreed to transfer the facility to the Library and that plans were underway to access costs associated putting it to use. She reported that acquisition of Brooks Hall could provide sufficient additional space to meet projected library program needs for the next 10 to 12 years. Ms. Minudri discussed the on-going merger efforts between the Friends of the Library and the Library Foundation. She further described a proposal to relocate the Friends Store in the Library and reorganize Friends and Foundation staff offices. The City Librarian next introduced the new Chief of Technical Services, Vivian Pisano, who outlined her background and professional experience for the Commission. In response to a question by Vice President Streets, Ms. Minudri outlined a proposed merger timeline for the Friends and Foundation.

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

Responding to Commissioner Coulter the City Librarian described the proposed relocation of the Friends Store to a space near the Grove Street door and noted that the entire cost would be met by the Foundation and Friends of the Library. She next introduced Ms. Toni Bernardi, Chief of Children's and Youth Services, who made a presentation on the successes of the Summer Reading Program for children, youth, and teens. The Summer Reading Program was described an the Library's biggest annual effort. Ms. Bernardi described and discussed each of the four components of the program: traditional reading programs/read to me programs, high school reading, Kid Power, and programs at the Main and in every branch. Increased participation at every level was reported. It was noted that 266 high school students participated in this year's Summer Reading Programs. Ms. Bernardi called attention to the 479 Kid Power youth volunteers who contributed 8,148 hours of volunteer time helping with program events during the Summer. The Chief of Children and Youth Services pointed out a goal of the Summer Reading Program was to have every branch have a free, fun, and event every week so that children and their parents would know of an expect the availability of a program at their neighborhood branch throughout the 8-9week Summer Reading Program. She commended the dedicated library staff and volunteers and the support of the Friends of the Library who funded the programs. Ms. Bernardi concluded by reading from a letter from a program participant's parent expressing appreciation for the program's inspiration of a love of reading in her young son. Commissioner Chin congratulated Ms. Bernardi and her staff and urged them to raise even higher the goals of this program for next year. (An anonymous member of the public rose to inquire regarding public comment on Agenda Item #2, the City Librarian's Report and was informed By Vice President Streets that public comments would be taken at the end of the item.) The City Librarian then introduced Deputy City Librarian Susan Hildreth to present her segment of the monthly report. The Deputy City Librarian described her activities as Acting city Librarian during Ms. Minudri's vacation. She mentioned her continuing branch library visits and noted a diminishing flow of requests for copies of the Request for Proposals for the Post Occupancy Evaluation of the Main Library. Next the Chief of Branches and Community Relations, Ms. Marcia Schneider reported on Library programs. She invited the Commissioners to the installation and inaugural address of renowned poet Lawrence Ferlingetti, as San Francisco's Poet Laureate. Ms. Schneider reminded the Commissioners of the continuing "Stone type" an exhibit of works by Sumner Stone, designer of typefaces and the exhibit titled "Through My Father's Eyes", featuring the photos of famed Filipino-American artist Ricardo Alvarado. The Chief of Branches mentioned the Fall noon lecture series on opera. Ms. Schneider called attention to the Bayview/Wadden branch presentation of its annual Bayview Poetry Recital. She called attention to several teen programs sponsored by Children and Youth Services programs held during the month in celebration of Teen Read, Teen Reading Week during October 19-28, 1998. She noted a October 20th Gary Soto reading in the Koret Auditorium sponsored by the Library's Middle School Outreach program. Also on the 20th," a teen writers/arts program Youth Guidance Center teens, titled the Beat Within will be held. A teen comedic art festival will be held on October 24th. An "Improve your score on the

SATs", program funded through a grant applied for and written by members of the Library's Teen Advisory Council will be held. And finally she noted a teen cyberspace mystery event will conclude these series of programs and exhibits. In response to Commissioners questions, Ms. Schneider and Ms. Bernardi explained the background of SAT training program and the events and discussed outreach efforts made to increase participation in the programs. (An anonymous member of the public rose to inquire regarding public comment on Agenda Item #2, the City Librarian's Report and was informed By Vice President Streets that public comments would be taken at the conclusion of item presentations.) Mr. Roberto Esteves, Acting Chief of the Main reported on new statistics of 5,573 individuals who daily entered the building. He noted that approximately 500 additional people each day used the various other building services and activities. Mr. Esteves noted the gallery attendance at 2,118 visitors for the "Through My Father's Eyes" exhibit. He called attention to the 44 city agency and community organization events held at the Main involving 1,700 people attending these events. Mr. Esteves announced that the carpet replacement program in settlement to replace all defective carpeting throughout the building would begin on November 2, 1998 and continue for several months until completion. In response to Commissioners questions, Mr. Esteves discussed efforts to keep the public informed and minimize service disruptions as the carpet replacement activities occur.

Public comment: Mr. Peter Warfield inquired regarding a fill rate or satisfaction survey. Mr. Ed Regan requested that statistics be reported showing the actual numbers of library users and others attending other activities in the Main.

BAY AREA LIBRARY & INFORMATION SYSTEM (BALIS) REPORT

Library BALIS Representative and former Library Commissioner Virginia Gee, gave a report on her work as the Library's Bay Area Library and Information System representative. She presented a detailed report (copy attached) outlining the background and activities that she as a member of the System Advisory Board (SAB) and the System undertakes. Mrs. Gee further explained the purpose and on-going shared resources efforts BALIS is involved with currently in the three counties under its jurisdiction. Commission Vice President Fran Streets commended Commissioner Gee's efforts on behalf of our San Francisco and the other Bay Area libraries. The City Librarian noted the very useful professional training programs and reference services provided to the Library through BALIS in response to Commissioner Llorente's inquiry concerning specific BALIS supported activities benefiting the San Francisco Public Library. Commissioner Chin asked about BALIS efforts focused on undeserved Bay Area communities such as support for literacy programs.

Public comment: Mr. Peter Warfield asked concerning the availability of copies of Commissioner Gee's written report.

LIBRARY BUDGET PRIORTIES

The City Librarian outlined the process whereby the suggested Library Budget priorities proposed at the September 17th meeting of the Commission had be modified according to the Commissioners suggestions to the following three:

1. Enhance the Library's collections and resources.
Provide a Library Materials budget that is a minimum 10% of the Library's operating budget.

2. Improve services provided to the public.
Ensure that services provided are meeting the needs of the diverse users of the library.

3. Maintain the Library's physical infrastructure
Provide safe and accessible space, collections, and services.

There was a discussion of the various elements of the proposed strategic goals. The Commissioners discussed the normative percentage of materials budget of operating budget among libraries nationally, the specific needs of our Library to service 26 branches, and what kinds of materials (books, videos, tapes, databases, etc.) are included as "materials". Commissioner Coulter raised his concerns that Library affinity groups and the diverse communities of interest they represent have a role in carrying out the strategic goals. He also noted the importance of addressing issues such as defending intellectual freedom and opposing censorship as an important priorities for the Library. Commission Vice President Fran Streets inquired regarding the dollar amounts proposed for the book budget. The City Librarian described materials as $3.8 million of the $42 million remaining in the Library Budget excluding the Ocean View Branch Capital amount. She also discussed the impact of increased costs and erosion of the buying power of a static materials budget. Vice President Streets again noted her desire for details of previous book budgets. There was additional discussion of capital planning needs and issues involved with making Brooks Hall useable for library needs. Commissioner Llorente inquired concerning including input from library affinity groups regarding various budget proposals. Ms. Minudri responded that Affinity groups could submit their suggestions through affiliated Library staff. Commissioner Coulter raised the issue of collections management including removals of materials. Ms. Minudri noted that that issue is "on the front burner".

MOTION: Commissioner Agnos, seconded by commissioner Chin , that Commission approve the proposed Strategic Goals as submitted.

Public comment: Mr. Ed Regan suggested hiring four carpenters to construct needed furniture for the Library. Mr. Peter Warfield inquired regarding changes in the description of enhanced collections, requested that "measurable goals" based on standardized standards used by other libraries be established, and listed a variety of specific areas such as circulation, fill rate, reference questions, and other definitions of what constitutes improved collections. He also noted elimination of a specific proposed strategic goal related to employee and public safety issues.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Llorente, and Streets)

MISSION BRANCH RERNOVATION

Mr. Roger Wong, Department of Public Works reported to the Commission on the progress of the Mission Branch Library Renovation project during September 1998. In his report (copy attached) Mr. Wong described significant progress in the first floor, main floor, and elevator installation at the Mission Branch. Mr. Wong announced that changes in the project schedule had resulted in a projected February 8, 1999 completion date including the "punch list" items and inspections. Mr. Wong provided a detailed description of change orders one through seven and specifically addressed details of these additional costs. In response to a question by Commissioner Llorente, Mr. Wong provided details of a mention of a $10,000 item for "omissions" and assured the Commissioners that any work orders or other changes were fully within planned contingency costs and the projected construction budget.

Public comment: Mr. Ed Regan suggested that a pamphlet room be included in the renovated Mission branch Library as well as other branch libraries.

The City Librarian then introduced Ms. Margie O'Driscoll, Executive Director of the Friends of the San Francisco Public Library who presented a video being used in support of the fundraising campaign for the renovated Mission branch. She noted that the campaign had thus far raised $280,000 nearly 80% of its initial $320,000 target amount. Ms. O'Driscoll described the outpouring of neighborhood and community support for the Mission Branch campaign. The Commission then viewed the video. Ms. O'Driscoll call particular attention to the invaluable contribution made by Dave Schwabe and Library Audiovisual Support Department staff in producing the video.

LABOR UNION REPORT: No report.

NEW BUSINESS: Commissioner Coulter requested that the City Librarian provide the Commission with details of the Brooks Hall plans as they are being prepared. Vice President Streets requested an update on previous Commissioner's requests for agenda items. Commissioner Llorente requested that the Commission consider adoption of a formal policy concerning maintaining the long-term fiscal health of the Fuhrman Trust. The City Librarian noted that she will provide an update on completion of Library Strategic Audit issues and the book budget.

Public comment: Mr. Ed Regan requested 6AM to Midnight hours at the Main and branches. He also suggested uniform hours of operation for all branch libraries.

Commission Vice President Streets announced that the next Commission Meeting will be held at 5:30PM on Thursday, October 22, 1998. The Commission Secretary pointed out the meeting will be held in the Latino/Hispanic Room, Main Library lower level.

ADJOURNMENT

MOTION: Commissioner Llorente, seconded by Commissioner Coulter moved to adjourn the meeting.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Llorente, and Streets)

The meeting was declared adjourned at 7:03PM

Michael Housh, Library Commission Secretary 10/16/98

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

City and County of San Francisco

FAX (415) 557-4701
http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Tara D. Lamont, AIA, Bureau Manager

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director and City Architect

MISSION BRANCH LIBRARY RENOVATION
MONTHLY REPORT October 1998

General

Contractor	Trico Construction
Start date:	11/24/97
Original contract time	365 days
Extension granted	8 calendar days (see below)
Original completion date	11/23/98
Revised completion date	12/2/98
Contract amount	$1,944,000
Approved Change Order	$114,514
Percentage of completion as of 9/23/98	72%

Construction progress/issues

First floor: Framed partitions are being closed up with gypsum boards. Ductwork leak test completed. Wiring work in conduits started. *Rear portion*: Walls for eastern stair were shotcreted. Installation of elevator started. *Main floor*: New steel columns are installed and shotcrete applied. Plastering over these columns commenced.
Site progress has resumed its pace after shotcreting the steel columns.

Construction schedule

Eight calendar days of extension time were granted up to the point before the steelwork. Further extension for delay of steelwork will be determined when the revised schedule is finalized. The anticipated completion date is 2/8/99. Through joint efforts of SFPL, DPW and contractor, the project schedule has been improved. The date of 2/8/99 will include the punch list period.
According to the original project schedule, the completion of construction and the punch list work are scheduled for 1/15/99 and 2/11/99 respectively. The project is now on schedule.

Construction budget

As of 9/22/98, the total amount of approved change order is $114,514. Details of the change orders are as follows:

Change Order No.1: $18,360 for caisson work, etc.
Change Order No.2: $18,883 for replacing an existing slab and bookshelf bases, and plumbing work.
Change Order No.3: $18,770 for handling contaminated soil from elevator pit, additional electrical conduits, and window at computer room, etc.
Change Order No.4: $6,406 for replacing a broken drain at sidewalk, adding autodialer for fire alarm system, etc
Change Order No.5: $12,541 for installing frieze at art work area, changing steel connection at stair landing, demolishing a section of parapet wall at back, etc.
Change Order No.6: $20,093 for reinforcing ceiling plaster supports, modifying rain water leader,etc.
Change Order No.7: $19,461 for bird proofing at eaves and ledges, additional demolition at columns due to out-of-plumb brickwork, closing of back wall window near new roof equipment, etc.

Total change order costs: $114,514 among which $81,333 is due to unforeseen site conditions, $ 22,724 is additional work, and. $10,457 is due to omission.
All change orders were approved by Richard Walsh of the Library.

Other issues

None.

Bay Area Library and Information System (BALIS)
System Advisory Board (SAB) Report
Tuesday, October 6, 1998 5:30pm

L. CHIN

To: San Francisco Public Library Commission

Fm: Virginia C. Gee, BALIS/SAB Representative

Re: Bay Area Library & Information System (BALIS)
System Advisory Board (SAB) Report
July 1996 - October 1998

I BACKGROUND:

- **Bay Area Library and Information System (BALIS)**

A. What is BALIS - Fact Sheet (attachment 1)
  - Programs and Services
  - Authority and Funding

B. Structure/Organization Chart (attachment 2)

- **System Advisory Board (SAB)**

A System Advisory Board is established in each CLSA Cooperative Library System, with an Advisory Board member appointed by each member jurisdiction of the System. Advisory Board members are representative of the public-at large and of the underserved residents in the System service area. A System Advisory Board **does not administer the programs of the Act; its role is to advise on, rather than to carry out, system programs.** The intent of this program is to encourage citizen participation in the development of CLSA` programs; it offers an opportunity for **lay SAB members** to give advice and assistance to the System Administrative Council.

I I PURPOSE and DUTIES:

A. *Purpose:* The purpose of this **System Advisory Board** shall be to provide a means for effective communication between the **Administrative Council** and its system service area, and to help ensure that library services provided by each System respond appropriately to the needs of its residents.

B. *Duties:* The duties of the System Advisory Board shall include but are not limited to the following:

1. Assisting the Administrative Council in the development of the system plan of service.
2. Advising the Administrative council on the need for services and programs.
3. Assisting in the evaluation of the services provided by the system.
4. Establishing and maintaining liaison with the BALIS Administrative Council.

C. System Plan of Service (attachment 3)

1. BALIS - 1998/99 Review and Advisory

   Note: Review and provide advisory input for next fiscal year.

2. SAB - 1998/99

   Note: Review, evaluate and develop plan for the next fiscal year

D. SAB Annual Calendar of Events and Action (attachment 4)

III SAB Members

A. How representatives are appointed

1. Appointed by the governing body of the jurisdiction of the System.
2. The appointing jurisdiction shall ensure that members of a System Advisory Board are representative of the public-at-large and of the underserved residents in the System Service area.
3. The term of any member of a System Advisory Board shall be for two years, and each member shall serve no more than two consecutive terms.

B. Composition: (9) System Advisory Board Members

1. Alameda City Library - Lynda Olson (Alameda)
2. Alameda County Library - Alliene Hairston Turner (Castro Valley)
3. Berkeley Public Library - Gloria Stockton (Berkeley) *Chair*
4. Contra Costa County Library - David N. Bortin (Walnut Creek)

5. Hayward Public Library - Barbara Sacks (Hayward)
    Alternate: Noreen Hulteen (Hayward)
6. Livermore Public Library - Derek Wapman (Livermore)
7. Oakland Public Library - Wanda Ali Batin Sabir (Oakland)
8. Richmond Public Library - *Appointment Pending*
9. San Francisco Public Library - Virginia C. Gee (San Francisco)
    Vice Chair

IV Frequency of Meetings

1. Minimum of four times a year (legal requirement)
2. Bimonthly - general practice

V System Advisory Board Activities

Since January 1997, to establish and maintain ongoing communication with the San Francisco Public Library, the following standing arrangement was coordinated with the BALIS staff:

1. All SAB minutes are to be forwarded to the San Francisco Public Library Commission Secretary for distribution.
2. Distribution list:
    - All members of the Commission
    - Appropriate Key Library staff
    - Friends of the Library, Executive Director,
    - Library Foundation of San Francisco, Executive Director,

In addition, the 1996 to October 1998 SAB - Summary of Activities is enclosed. (attachment 5)

Respectfully submitted,

Virginia C. Gee

Virginia C. Gee
System Advisory Board Representative
Bay Area Library Information and
Information System

BAY AREA LIBRARY AND INFORMATION SYSTEM

Bay Area Library and Information System
Fact Sheet

What is BALIS?

BALIS is an organization of public libraries created to enhance local library and information services through cooperative resource sharing. It is one of fifteen such cooperatives in California which are helping their members share the resources to better serve library users. The BALIS service area covers three counties: Alameda, Contra Costa and San Francisco, with a combined population of approximately 2.6 million.

The member libraries of BALIS are:

- Alameda Free Library
- Alameda County Library
- Berkeley Public Library
- Contra Costa County Library
- Hayward Public Library
- Livermore Public Library
- Oakland Public Library
- Richmond Public Library
- San Francisco Public Library

(attachment 1)

What programs and services does BALIS provide?

The BALIS Reference Center provides reference services to libraries, as well as directories, location tools and reference sources for member libraries.

BALIS helps coordinate an interlibrary loan (ILL) network by which members can share books and materials, greatly expanding the resources available to local library users. BALIS also provides delivery for materials exchanged through the ILL network.

BALIS offers continuing education and staff development activities for library staffs.

BALIS is the vehicle for member libraries to identify and address issues of common concern. BALIS seeks funds and coordinates collaborative processes which maintain each member library's ability to design programs that best serve local needs. Examples of successful projects include long-range planning for member libraries, microcomputer training for library personnel, youth-at-risk service planning for member libraries, purchasing services for ethnic materials collection development. BALIS libraries are currently involved in an Automated Catalog Linking project.

BAY AREA LIBRARY AND INFORMATION SYSTEM
405 - 14TH STREET AT FRANKLIN • SUITE 211 • OAKLAND • CA 94612-2704
SYSTEM OFFICE: 510/839-6001; REFERENCE CENTER: 510/839-5447
FAX: 510/834-5193

MEMBER LIBRARIES: ALAMEDA FREE LIBRARY (CITY), ALAMEDA COUNTY LIBRARY, BERKELEY PUBLIC LIBRARY, CONTRA COSTA COUNTY LIBRARY, HAYWARD PUBLIC LIBRARY, LIVERMORE PUBLIC LIBRARY, OAKLAND PUBLIC LIBRARY, RICHMOND PUBLIC LIBRARY, SAN FRANCISCO PUBLIC LIBRARY

How is BALIS organized?

Established under authority of the California Library Services Act (CLSA), BALIS is a public entity. It is governed by an Administrative Council made up of the nine member library directors.

Lay representatives from each member jurisdiction serve on BALIS's System Advisory Board. The SAB assists the Administrative Council in developing the system annual plan of service; advises the Council on the need for services and programs; and assists in evaluating the system's services.

BALIS has four committees and four forums, composed of representatives from the member libraries. The standing committees are Children's Services, Public Information, Reference, and Staff Development. The forums meet quarterly to discuss issues relating to Collection Development, Interlibrary Loan, Senior Services, and Teen Services.

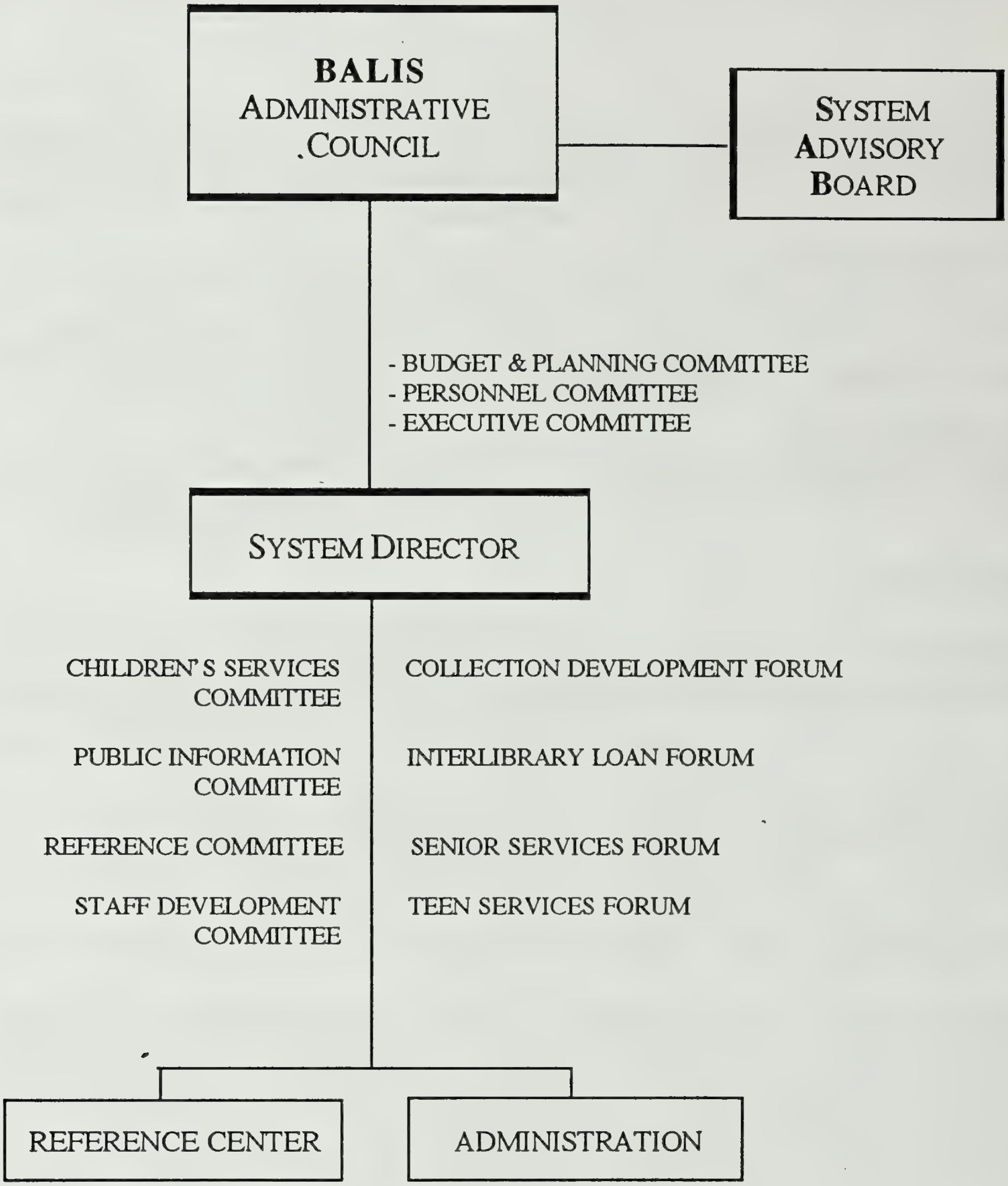
BALIS employs three full-time and two part-time staff, all of whom have specialized training and experience in managing and providing reference and administrative services.

How is BALIS funded?

State, federal and local sources provide funding for BALIS operations. In addition, federal agencies and the private sector often provide special program and planning grants.

Bay Area Library and Information System (BALIS)
System Advisory Board (SAB)

Structure/Organization Chart


BALIS ADMINISTRATIVE COUNCIL
SYSTEM ADVISORY BOARD
- BUDGET & PLANNING COMMITTEE
- PERSONNEL COMMITTEE
- EXECUTIVE COMMITTEE
SYSTEM DIRECTOR
CHILDREN'S SERVICES COMMITTEE
PUBLIC INFORMATION COMMITTEE
REFERENCE COMMITTEE
STAFF DEVELOPMENT COMMITTEE
COLLECTION DEVELOPMENT FORUM
INTERLIBRARY LOAN FORUM
SENIOR SERVICES FORUM
TEEN SERVICES FORUM
REFERENCE CENTER
ADMINISTRATION

(attachment 2)

VCGEE:10/5/98

CALIFORNIA LIBRARY SERVICES ACT
System Plan of Service
Description of System Service Area FY 1998/99

1. System Name:

Bay Area Library and Information System

2. Population Profile:

See the following chart: System Population Profile 1998/99

3. Users and Non-Users:

The staff in the Bay Area Library and Information System member libraries have access to a comprehensive planning process to study their communities and determine who uses the library and which population groups are currently not being reached. Using this process, each local library can easily reassess what services are most appropriate to reach each jurisdiction's underserved population. A needs assessment of non-English language materials was conducted in 1997/98. It will be used to make decisions about joint purchasing for these hard to find resources that will be used to attract underserved groups to the libraries.

(attachment 3)

4. Information Needs:

The BALIS Administrative Council and staff also rely on system committees and forums to provide information about users and non-users. These committees are comprised of staff in member libraries with interest and expertise in the committees on which they serve. The standing committees are: Reference, Children's Services and Public Information.

The Reference Committee has been struggling with the definition of "information-poor" and how to reach them as an underserved group. The Reference Committee has been developing strategies to anticipate and address technological changes that impact delivery of reference services. This year they will continue through staff development activities to expand and refine their access skills and those of the information-seeking public.

The Reference Committee actively participated in the reorganization of the BALIS Reference Center and continues to advise and assist with the ongoing development of the operations of the combined Reference Center. The former BALIS reference staff operates the branch reference site at the San Francisco Public Library. This arrangement has worked well and BALIS librarians feel their reference needs are well served. A larger staff provides for more training opportunities, including Effective Reference Performance (ERP) workshops. Two librarians from BALIS libraries have become certified ERP trainers, and staffs from BALIS libraries have participated in the workshops.

The Children's Services Committee is working to strengthen the service program for children in the system area through workshops and developing reading lists of high quality for children. A workshop titled, “Didn't We Just Finish?” was developed to prepare for the annual summer reading rush.

BALIS has long had an ongoing interest in public relations and an active Public Relations Committee. They maintain contacts with local media and this year updated the media directory. The Committee coordinates PSAs during National Library Week with a local radio station, and reminds the public to use libraries throughout the year.

Some of the BALIS committees have transitioned into forums. Specifically: Collection Development, Teen Services, Senior Services, and Interlibrary Loan. A forum meets to discuss topics of mutual interest but does not meet on a regular schedule or develop a plan-of-service. This allows for valuable exchange of information and interest without the pressure of committee responsibility. Although the Teen Services Committee chose to become a forum, they have been very active. They developed a successful workshop on teen issues and the Internet. They are planning to follow up on this workshop with a workshop on the "clustering teen syndrome" and other teen behaviors. Another workshop on the agenda is "Improving Teen Reference through Curriculum Support and Reference Interviews". The Committee will also publish a core collection recommended reading list. Teen Services has developed a relationship with the Staff Development Committee to provide technical assistance for their workshops.

The BALIS Staff Development Committee merged with the PLS/SVLS Staff Development Committee to develop and coordinate workshops with various systems' committees. The Committee will sponsor the fifth all-day support staff workshop. This workshop, originally funded with an LSCA grant, is now self-supporting and attracts participants from the entire Bay Area. In 1997/98, it was held at Sun Microsystems, involving staff from many non-public libraries. This year the workshop may be held in the BALIS region, possibly at Diablo Valley Community College. The readers' advisory workshop was presented in 1998 in three locations: San Jose, Burlingame and San Francisco. In 1998/99 the committee will consider workshops for training staff in the updated library planning process and dealing with difficult patrons.

The BALIS council is very committed to staff training and identified it as a "core" service at its annual advance. The staff position to be added at the system reference center in San Francisco will have responsibilities for staff development as well as reference.

BALIS has formed a Council Task Force on joint purchasing. The member libraries are currently evaluating IAC and EBSCO Host databases and plan to negotiate a joint licensing agreement in 1998/99. The contract may be a joint contract with PLS and SVLS, or only SVLS.

The System Advisory Board has become actively interested in library planning and advocacy issues. For the second year, the SAB hosted a dinner with the Administrative Council and invited Stephen Proud from Bay Area Economics to describe the scoping study for the LSTA proposal on the Cost Benefits of Cooperative Systems.

In a System with diverse communities and needs it is important to be familiar not only with the resources available in public libraries, but also academic, school and special libraries. For over twelve years BALIS has had a close relationship with BAYNET, an affiliate organization of multitype libraries in the broadly defined system region. A member of the BALIS Administrative Council regularly attends BAYNET meetings and currently serves on the Executive Board. BAYNET has a standing invitation to send a representative to BALIS Administrative Council meetings. BAYNET also has representation on the regional Staff Development Committee, and the Region II Interim Planning Committee. BALIS acts as the fiscal agent for the Greater Bay Area Library Council, the name used by the Region II Interim Planning Committee.

The BALIS Administrative Council continues to plan for the system's future. In 1994/95, BALIS contracted with Peninsula Library System for administrative services. In 1995/96 the Office Manager position for BALIS, PLS and SVLS was staffed by a BALIS employee. In 1996/97 the administrative office serving BALIS, Peninsula and South Bay Cooperative Library Systems merged and BALIS became a full partner in system administration. In December 1996 a salary survey of BALIS, PLS and SVLS was completed. This study analyzed salaries and benefits and made recommendations to achieve equity. The Administrative Council accepted these recommendations and in order to facilitate their implementation, all BALIS employees became PLS employees in July 1997. This has helped to stabilize the administrative structure and to provide a cost effective cooperative model.

As the administration and reference affiliations grow stronger, the three Administrative Councils will need to meet and determine where resources and programs can be shared across system boundaries. The goal of this collaboration is to enhance the ability of libraries to serve the three system areas in a way that appears seamless to the user.

CALIFORNIA LIBRARY SERVICES ACT
System Plan of Service FY 1998/99
Equal Access Program

1. Bay Area Library and Information System (BALIS)

2. What are the benefits to your members from the equal access program?

At its March 1997 Administrative Council meeting, the BALIS council affirmed the importance of the public being able to borrow from the other libraries in the three county system area. "It is good to say, we serve you free." The ability to choose the most accessible library is a much appreciated convenience. It is important to point out that people who live outside of a particular jurisdiction, but make use of other system libraries for whatever reason, often make purchases in that jurisdiction, thus contributing to the local sales taxes.

3. What is your system doing to support, promote, or publicize the equal access program?

The BALIS libraries are working toward linking their catalogs, thereby providing improved access to the resources in all their libraries. They have developed a plan and a model project in which three member libraries, Alameda County, Contra Costa County and Livermore, will demonstrate the benefits of access provided by a virtual catalog. Through the "Linking the Future" project, these libraries will have greater access to one another.

4. Identify the libraries in your system that have a high non-resident use.

Berkeley and Richmond

a. How often are non-resident registrations updated?

Quarterly and on-demand (BPL)
Yearly (RPL)

b. What percent are non-resident users?

44% (BPL)[1]
38% (RPL)

5. What are the primary causes for high non-resident use?

User convenience, strength of collections, hours open, and availability of other services are all factors for high non-resident use. Individual branches, such as the Asian Branch of Oakland, or the business department at Oakland Main Library, have high non-resident use because of the special nature of the collection; however, overall statistics don't warrant the jurisdiction being singled out as a high non-resident library. This is true also for individual branches that border on another jurisdiction. These statistics are also reflective of commute patterns in the Bay Area.

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[1] It should be noted many registered non-residents are students. Although 44% of users are non-residents, imbalance is 30%.

6. How is non-resident use adversely affecting a host library's ability to provide services to home users?

Home users may have to wait for either services at the library or resources checked out to non-residents.

7. How are system policies and services affecting Equal Access?

The system policies and services support equal access and in fact BALIS has determined that linking their disparate library automation systems would increase equal access.

8. What can the system do to reduce non-resident use-that adversely affects host libraries?

The linked system project should change use patterns by making the resources electronically available. This should change patterns, and by increasing access, may relieve pressure on those libraries that now have high non-resident use.

Name of System: Bay Area Library and Information System

Plan of Service 1998/1999
CLSA System Reference Program
Component: General Improvement of Local Reference Service
(5 Calif. Admin. Code Sec. 20155)

1. Service specifications adopted:

Local patrons will be better served because:

a. Staff will be made aware of collection strengths in each local library.

b. Staff development/training opportunities in reference awareness, materials, and usage will be provided to member library reference staff.

c. Communication among member library reference staff will be coordinated and facilitated.

d. Public awareness of reference services will be increased through appropriately coordinated public information products and activities.

e. Support for Internet use and training will be continued by means of training events sponsored by the Reference Committee.

2. Performance objective(s) adopted:

a. Three BALIS-wide library service committees (Reference, Children's Services and Staff Development) will meet bi-monthly or quarterly to discuss service issues of mutual concern and to plan for cooperative activities, products, and workshops. Three BALIS-wide forums (Teen Services, Senior Services and Public Information) will meet as many as four times a year to focus discussion on service issues of mutual concern.

b. Local librarians will have the opportunity to learn about resources in the greater Bay Area because a portion of their questions will be shared through the Virtual Reference Center program which has as participants the reference centers in the BALIS/PLS/SVLS, MOBAC, and NBC service areas.

c. The Reference Center will continue to be located in two locations. The primary location is in the San Jose Public Library with a branch location in San Francisco Public Library. Reference Center staff will continue to provide local librarians orientation to the host libraries by means of personal appearances, tours, demonstrations, memos and articles in the newsletter, Search.

d. The BALIS Reference Committee will explore ways, with PLS and SVLS Reference Committees, to expand reference services and resources. The BALIS Reference Committee will plan to meet with the SVLS and PLS Reference Committees once during the year to share common concerns and information and will communicate regularly through the exchange of committee minutes. Local librarians receive SEARCH, the BALIS/SVLS/PLS newsletter and will contribute articles, book reviews and news to it.

e. The Reference Committee will develop techniques for incorporating the Internet into reference question answering and the Reference Center will assist in this learning process by sharing information and news about new sites to search and sharing successful search strategies.

f. The Reference Committee will identify staff training needs in the reference area and encourage and support staff participation in Effective Reference Performance training.

g. The reference staffs from the BALIS libraries will participate in the System Reference Center's proposed listserv which will be used for sharing problems/solutions and information among BALIS/PLS/SVLS member libraries.

h. The Reference Committee will provide updated information to produce the BALIS Union List of Periodicals, 1999 edition.

3. Reason(s) for choosing 1. and 2. above:

Services and objectives have been selected on the basis of an analysis of system needs. The needs are evaluated each year first by the appropriate system committee, the Reference Center, and then by the BALIS Administrative Council.

Internet training remains a high priority for local library staff, who are now beginning to use the new technology in their daily work at the reference desk, and with patrons, who will have access to the Internet in most public library outlets in the BALIS service area. System-wide forums and workshops have supplemented local library Internet training. Forums to discuss strategies for addressing public service issues related to public Internet access and to promote better informed library staff have also been successful tools for expanding technological experience.

4. What would the service described above be without this component? State in the same terms as the performance objectives above.

a. System-wide and area-wide staff awareness of local libraries' collection strengths would not be provided to member library staff.

b. System-wide staff development/targeted training to improve local reference would not be provided to member library staff.

c. System-wide communication would be substantially diminished.

5. One-paragraph description of the methods to be used in providing this component, and the principal resources to be used. Indicate system and member library staff involved.

The staff of the BALIS member libraries will be actively involved in the process of better serving local patrons. They are the committee members and workers who meet, share and develop strategies that result in the provision of better local reference service. The staff of the Reference Center will provide assistance to the efforts of the member libraries.

6. **What evidence of benefit will be provided, and how will it be gathered?**

   a. The reference committee will be asked to informally evaluate the success of the Virtual Reference Center program based upon the answered questions returned to their libraries and any responses they receive from patrons.

   b. A formal evaluation of the services and responsibilities of the shared/combined System Reference Center will be conducted by a joint committee comprised of members of the three systems and possible outside consultants. They will look at the current center and help to define future roles for the shared/combined System Reference Center.

   c. Workshop participants will be asked to evaluate their training.

Name of System: Bay Area Library and Information System

Plan of Service 1998/1999
CLSA System Reference Program
Component: Improvement of Reference Services to the Underserved
(5 Calif. Admin. Code Sec. 20156)

1. **What underserved group(s) were identified during the current fiscal year for improvement of reference services?**

   a. Children
   b. African American, Asian, Latino
   c. Speakers of limited English or English as a Second Language
   d. Senior Citizens

2. **a. What potential services were identified at the System level for the improvement of reference service to these underserved groups?**

   a. Production of specialized materials and bibliographies, e.g. to stimulate parent and family support of children's reading.

   b. The creation of reference and referral tools and procedures to assist more effective referral of Spanish and Asian language user questions among the member libraries.

   c. Training staff to address the needs of people of other cultures to make the library a more comfortable environment.

   d. Recruitment of minority and children's librarians.

   e. Assistance with identification, location, selection, acquisition and cataloging of foreign language materials for ethnic populations, especially Asian and Latino.

   f. Development of multi-lingual, self-help public information materials for the ethnic underserved.

   g. Provision of resources that address the diverse information needs of the senior population.

2. **b. Which of these services was evaluated as achievable and beneficial for the improvement of reference services to the underserved?**

Production of specialized materials and bibliographies, staff development activities and coordinated publicity were evaluated as being achievable.

3. **Based on the above, what service specification(s) are adopted for the coming fiscal year?**

   a. To help children's services staff effectively stimulate parent and family support and encouragement of children's reading, reading aloud and library use.

   b. To participate with the five system staff development committee to plan and support types of staff development that will enable BALIS libraries to improve service to designated underserved groups.

   c. To plan and/or support special projects that will enable BALIS libraries to improve service to any and all the designated underserved groups.

4. **What performance objective(s) are adopted and why did you choose them?**

   a. A new edition of the bibliography "Gifts to Treasure" including 100 annotated titles of books and other materials recommended for gift-giving to children will be produced for mass distribution by the member libraries. It is felt that this is a practical tool to use with parents and family members who wish to select gifts for children.

   b. The Public Information Committee will maintain its Bay Area media list to include media outlets that will reach a multicultural audience.

   c. The BALIS Reference Committee, working together with the Reference Center staff, will continue the development of a multi-year plan for special services which will consider the needs of the information poor. Specifically targeted are those who, for a wide variety of reasons, cannot get onto the Information Highway. This will include projects matching specific age groups and to specific ethnic groups.

5. **Describe briefly the methods to be used in providing this(ese) service(s) and the principal resources to be used. Indicate system and member library staff involved.**

System staff will assist in any planning, coordination or implementation of multicultural events. "Gifts to Treasure" will be prepared by member library staffs with support for their production and distribution seeded with BALIS state and local funds and additionally supported by reimbursement on a per copy basis from the member libraries. Other BALIS committees will provide the support for the public relations and children's services projects.

5. **a. Amount of System Reference allocation budgeted for this component (5 Calif. Admin. code Sec. 20156c):**

The majority of services to the underserved are supported with local funds and in-kind contributions from staff in member libraries. Up to $5,000 of CLSA funds will support the effort to provide system service to the underserved.

6. What evidence of benefit will be provided, and how will it be gathered?

For materials and bibliographies, committees critique their effectiveness in a meeting called for this purpose. For coordinated reference projects planning and development, the committees, task forces and Council informally evaluate the benefit of the activities in consideration of in-kind time spent in committee meetings and assignments.

Name of System: Bay Area Library and Information System

Plan of Service 1998/1999
CLSA System Reference Program
Component: Interlibrary Reference
(5 Calif. Admin. Code Sec. 20157)

1. **Service specification(s) adopted: (NB: Systems may adopt additional specifications; if so, list them.)**

   a. The highest possible percentage of questions shall be answered.

   b. The answers shall be delivered to the user within an acceptable time period.

   c. Answers shall meet the user's need in terms of amount, format, language, and accuracy of information.

   d. Specifications a-b should be carried out at the lowest possible cost.

2. **Performance objective(s) adopted: (Systems may adopt higher or additional objectives; if so, state them. Minimum specifications are set in Admin. Code 20157(b).)**

   a. Answers shall be provided for 90% of all questions referred from member libraries.

   b. 70% of answers shall be returned to the originating member library within 10 working days of the question having been transmitted by that library into the System's reference referral structure.

   c. No separate objective set as of April 1, 1983.

3. **Reason(s) for choosing 1. and 2. above (only if System has adopted specifications and/or performance objectives in addition to those listed in 1. and 2. above):**

Specifications are as adopted by the California Library Services Board (CLSB) and the CEO of the CLSB.

4. **What would the service described above be without this component? State in the same terms as the performance objectives above.**

Queries unanswered at the local library level because of lack of time, resources, or expertise would remain unanswered with unknown economic, political and/or social consequences to the inquirer.

5. One-paragraph description of the methods used in providing this component, and the principal resources to be used. Indicate system and member library staff involved.

System staff, funded under the CLSA Reference Component and with local funds, will be primarily responsible for performing the activities necessary to achieve the objectives listed above, and to coordinate efforts as necessary with the reference staff of local member libraries to insure the highest possible fulfillment in the shortest amount of time and in the most cost efficient manner. BALIS shares a reference center with Peninsula Library System and Silicon Valley Library System. The main reference center is located at San Jose Public Library and the branch center is at San Francisco Public Library. Use of the Oakland Public Library collections as well as San Jose State University Library and Stanford University Libraries will continue. The SVLS/PLS/BALIS system reference center will continue to participate with two other reference centers, North Bay Cooperative and Monterey Bay Area Cooperative in a virtual reference center program which draws upon the collections and expertise of the participating centers thereby reducing much duplication of effort in each of the centers and building upon the already developed strengths in the other centers.

6. What evidence of benefit will be provided, and how will it be gathered?

Evidence of benefit will be in the degree of use and in the description of what difference the service has made to those for whom it is intended. This information will be gathered through various means, including tallies, evaluations, surveys, and interviews. Staff will also continue to document the subject nature of referred questions.

CALIFORNIA LIBRARY SERVICES ACT
System Plan of Service, FY 1998/99
Communications and Delivery Program

1. **System Name**
   Bay Area Library & Information System

2. **Performance Objectives**

   A. 95% of intrasystem messages will be received by addressees within 24 hours.

   B. 90% of items sent by intrasystem delivery will be delivered within two to four working days.

3. **Equipment Replacement Planning**
   BALIS has established a reserve fund to be used as needed. Equipment replacement will be charged to this reserve fund.

4. **Inventory of Available Resources**

   A. At Systems' office and reference center:
   All members of BALIS, UC Berkeley, Sutro and CSU Hayward have fax machines and PCs with modems to facilitate inter/intra system messages and ILL requests, thereby meeting the requirement of Performance Objective A.

   B. Delivery Services
   BALIS contracts with Shotgun Delivery for BALIS delivery, which delivers to the nine BALIS libraries, UC Berkeley, Sutro, CSU Hayward and Peninsula Library System with connections to Silicon Valley Library System (SVLS) and North Bay Cooperative Library System (NBCLS).

   C. Internet Service
   All staff at the Systems' administrative office have access to internet and e-mail through PLAN (Peninsula Libraries Automated Network). Reference staff of the shared reference centers (in San Francisco and San Jose) have access through Netcom.

5. **Plan of Action**

   A. BALIS has contracted with Shotgun Delivery since November 28, 1994 and has been well served by the courier service. BALIS renewed the contract for FY 1997/98, and plans to renew it for FY 1998/99.

   B. BALIS will participate in intersystem delivery with Peninsula Library System and through PLS to SVLS. The BALIS delivery meets NBCLS delivery through a connection at Richmond Public Library.

C. BALIS will monitor communications and delivery services semi-annually.

D. BALIS will monitor the configuration of intrasystem communication equipment and software for efficiency and efficacy of use. The BALIS libraries are currently exploring software applications that will permit remote access to member libraries' catalogs.

E. The delivery courier will provide statistics quarterly. The driver will count items for one week each quarter and then submit them to the Delivery Coordinator, who will tabulate the statistics and project yearly totals for the system.

6. **User Benefit Expected**

With the intrasystem communications and delivery services, library users have rapid access to information and materials to meet their needs, through access to the entire system's resources. System libraries are able to spend more time on direct public service while local tax dollars are better utilized for service delivery. Due to telecommunications systems and protocols, the aggregate costs for communications among the libraries are less because of the System's coordination and use of rapid telecommunications devices.

Without the benefit of this technology, each user would be limited to the resources of his or her local library, be it large or small, since few are able to use personal time and transportation to utilize other libraries.

7. **Related Non-CLSA Activities**

BALIS provides delivery service to the following non-public libraries: Sutro, University of California at Berkeley, CSU Hayward.

8. **Evaluation**

A. BALIS will measure the quantitative and cost aspects of communications and delivery services through semi-annual and annual statistical reports.

B. The BALIS Delivery Coordinator will measure the qualitative aspects of delivery through input from the member library delivery staff and the interlibrary loan units.

C. Periodic samplings of both programs will be made to measure whether service objectives are being met.

5. User Benefits Expected

A. Citizens' advice to BALIS Administrative Council on current and future programs.
B. Improved communication to and from local libraries and library user community.
C. Increased awareness of library issues and library needs in general, and BALIS issues and needs specifically.

6. Evaluation

Objectives are evaluated by keeping records of attendance at SAB and other meetings, and by reviewing the agenda and minutes of SAB meetings. The SAB also conducts a self-evaluation at its last meeting of the fiscal year by discussing their activities, the impact of these activities, and their feelings about serving on the System Advisory Board.

7. Related Non-CLSA Activities

The SAB is kept informed of the system's activities which are not part of CLSA and is asked for input regarding these programs. (e.g. LSTA Projects)

Bay Area Library and Information System
System Advisory Board

ANNUAL CALENDAR OF EVENTS AND ACTIONS

DRAFT for Review and Discussion
January 21, 1998

Month/Time	Activity	Description
Ongoing		• System Administration staff sends copies of newsletters, memos, Council minutes and agendas, workshop announcements, and other information to SAB members
AUGUST	Mailing	• System Director and staff update orientation materials as necessary • Draft Agenda for September meeting
SEPTEMBER	Meeting	• SAB orientation program and review session • Elect new chair
Within two weeks after the September meeting	Mailing	• Draft minutes of the September meeting
NOVEMBER	Meeting	• Regular SAB meeting
JANUARY (January 21, 1998)	Meeting	• Regular SAB meeting • Appoint Subcommittee to draft Plan of Service for next year
Within two weeks after the January meeting	Mailing	• Draft minutes of the January meeting
MARCH (March 18, 1998)	Meeting	• Regular SAB meeting • Develop Plan of Service/review subcommittee draft
Within two weeks after the March meeting	Mailing	• Draft minutes of the March meeting
SPRING (?????, 1998)	Meeting /Dinner	• Joint meeting with BALIS Administrative Council
MAY (May 20, 1998)	Meeting	• Review and approve Plan of Service for next fiscal year • Conduct self-evaluation for concluding fiscal year • Activate Nominations for Chair for next fiscal year
Within two weeks after the May meeting	Mailing	• Draft minutes of the May meeting

(attachment 4)

V. C. GEE - SYSTEM ADVISORY BOARD REPRESENTATIVE

- CHRONOLOGY OF LIBRARY ACTIVITIES 1996 TO OCTOBER 1998 -

YEAR	**DATE**	**BALIS "SYSTEM ADVISORY BOARD" ACTIVITIES**
•1996 •		
		FORMER SFPL BALIS REPRESENTATIVES-LIBRARY COMMISSIONERS:
		1) JEAN KALIL 2) DONNA MILLER CASEY
		SFPL COMMISSION NOMINATION PROCESS
	04/02/96 TU	BOS-RULES COMMITTEE (10A)-BALIS APPT.PROCESS
	04/16/96 TU	BOS-RULES COMMITTEE (10A) - APPT. PROCESS CONTINUED
	06/04/96 TU	BOS-RULES COMMITTEE (10A) - APPT. PROCESS
		APPOINTMENT DATE: JUNE/JULY 1996
		FISCAL YEAR (JUNE 1 - JULY 30)
	07/11/96 TH	MTG 1: SAB MTG -SFPL "MAIN", SAN FRANCISCO 6P - 9P
	09/19/96 TH	MTG 2: SAB MTG - ROCKRIDGE BRANCH, OAKLAND 6P - 9P
	11/14/96 TH	MTG 3: ROCKBRIDGE BRANCH, OAKLAND 5P-7P
	12/16/96 M	BYLAWS COMMITTEE MTG 1 - 835 C STREET, HAYWARD
• 1997 •		
	01/09/97 TH	MTG 4: HAYWARD PL - 835 C STREET, HAYWARD 7P-9:15P
	01/20/97 M	BYLAWS COMM. MTG 2 (10A-12N) SAN MATEO
	03/13/97 TH	MTG 5: HAYWARD PL - 835 C STREET, HAYWARD 7P-9:15P
	04/14/97 M	MTG 6: HAYWARD PL/(VCG) *EXCUSED ABSENCE* - SFEC MEETING
	04/30/97 W	BALIS ADM.COUNCIL & SAB DINNER MEETING (OAKLAND) SPEAKER: DR. BRUCE E. CAIN INSITUTE OF GOVERNMENTAL STUDIES, U.C. BERKELEY
	05/16/97 F	ADM COUNCIL MEETING- SFPL - CHINATOWN BRANCH
	08/26/97 TU	INTRODUCTORY MEETING WITH SFPL (INTERM) LIBRARIAN
	09/11/97 TH	MTG 7: HAYWARD PL - 835 C STREET, HAYWARD 7P-9P
	11/19/97 W	MTG 8: HAYWARD PL - 835 C STREET, HAYWARD 7P-9P
• 1998 •		
	1/13/98 TU	BOARD OF SUPVRS-RULES COMMITTEE/REAPPOINTMENT PROCESS

[PLEASE CONTINUE TO PAGE 2]

ADDITIONAL INDEPENDENT LIBRARY ACTIVITIES

•1996 •

- SFPL-HISTORY AND SPECIAL COLLECTIONS
- SFPL-MISSION BRANCH SITE VISIT
- SFPL "BEHIND THE SCENE" TOUR - NEW MAIN
- DANVILLE PUBLIC LIBRARY - SEMINAR 9:30A-11:30A LIBRARY FUNDRAISING
- CALIFORNIA LIBRARY CONFERENCE - SACRAMENTO, CA (OWN EXPENSE)
- LFSF - AUTHORS RECEPTION - SAN FRANCISCO
- OAKLAND ASIAN BRANCH LIBRARY - MEETING WITH TRUSTEE & SITE VISIT
- SFPL - "GATEWAY TO GOLD MOUNTAIN" EXHIBIT
- SFPL - INTRODUCTORY MEETING WITH EXHIBIT MANAGER

• 1997 •

- ALA NATIONAL CONFERENCE - SAN FRANCISCO (OWN EXPENSE)
- CHINESE AMERICAN LIBRARY ASSOCIATION (CALA) AND ASIAN PACIFIC AMERICAN LIBRARY ASSN MEETING
- CHINESE AMERICAN LIBRARY ASSN. ROUNDTABLE SESSION
- DEMOCRACY IS A DISCUSSION EVENT - SFPL/KORET
- TACOMA WASHINGTON PUBLIC LIBRARY-SITE VISIT
- VANCOUVER PUBLIC LIBRARY - SITE VISIT
- PHOENIX PUBLIC LIBRARY SPECIAL SITE VISIT & EXHIBITION "TRANSFORMING BARBED WIRE"- JAPANESE INCARCERATION
- CHICAGO PUBLIC LIBRARY - SITE VISIT
- HAYWARD PUBLIC LIBRARY - "CENTENNIAL CELEBRATION"
- AFFINITY GROUP (CHINESE CENTER) MEETING WITH REGINA MINUDRI
- FRIENDS OF THE CHINATOWN BRANCH LIBRARY EVENT
- CAMBRIDGE UNIVERSITY LIBRARY - SITE VISIT
- NEW MOUNTAIN VIEW PUBLIC LIBRARY - SITE VISIT
- CALIFORNIA LIBRARY ASSOC. - PASADENA CONFERENCE (OWN EXPENSE)
- LOS ANGELES MAIN LIBRARY - SITE VISIT
- CHINESE HISTORICAL SOCIETY OF LOS ANGELES SESQUICENTENNIAL EXHIBIT - SFPL EXHIBIT COORDINATION "HEADING EAST" TRAVELING EXHIBIT

• 1998 •

- SOUTH BAY COOPERATIVE LIBRARY-MOUNTAIN VIEW WEB WIZARDY FOR CHILDRENS LIBRARIANS WORKSHOP

VCG:10/6/98 REV.

(attachment 5)

BAY AREA LIBRARY AND INFORMATION SYSTEM
V. C. GEE - SYSTEM ADVISORY BOARD REPRESENTATIVE
- CHRONOLOGY OF LIBRARY ACTIVITIES 1996 TO OCTOBER 1998 -

YEAR	DATE	BALIS "SYSTEM ADVISORY BOARD" ACTIVITIES
• 1998 •		
	1/20/98 TU	REAPPOINTMENT NOTIFICATION DATE (SEAT NO. 21301) 1/28/98
	NOTE:	FORMER SFPL BALIS REPRESENTATIVES-LIBRARY COMMISSIONERS:
		1) JEAN KALIL , 2) DONNA MILLER CASEY
	01/21/98 W	MTG 9: HAYWARD PL - 835 C STREET, HAYWARD 7P-9P
	03/18/98 W	MTG 10: HAYWARD PL - 835 C STREET, HAYWARD 7P-9P
	04/22/98 W	BALIS/SAB JOINT DINNER MEETING - OAKLAND
		SPEAKER: MIKE DILLON, LOBBYIST
	04/29/98 W	CALIFORNIA STATE LIBRARY- RIVERSIDE, CA
	05/01/98 F	ORIENTATION & TRAINING WPRKSHOP-MISSION INN
	05/20/98 W	MTG 11: HAYWARD PL - 835 C STREET, HAYWARD 7P-915P
	09/16/98 W	MTG 12: HAYWARD PL - 835 C STREET, HAYWARD 7P-915P
• 1998 • PENDING		
	11/13/98 F	THE CALIFORNIA LIBRARY SERVICES BOARD AND BAY AREA LIBRARY & INFORMATION SYSTEM ANNUAL "SYSTEM ADVISORY BOARD" LUNCHEON
	11/14/98 SA	CALIFORNIA LIBRARY ASSOCIATION
	11/17/98 M	100TH ANNUAL CONFERENCE - OAKLAND, CALIFORNIA

ADDITIONAL INDEPENDENT LIBRARY ACTIVITIES

• 1998 •

- EXHIBITION: VARIAN FRY -SFPL "ASSIGNMENT RESCUE 1940-1941"
- CHINESE HISTORICAL SOCIETY OF LOS ANGELES [COMMITTEE MEETING]
  SESQUICENTENNIAL EXHIBIT - SFPL EXHIBIT COORDINATION
  "HEADING EAST: CALIFORNIA'S ASIAN PACIFIC EXPERIENCE" TRAVELING EXHIBIT
- CLA-CSLA LEGISLATIVE DAY-SACTO CONVENTION CENTER (OWN EXPENSE)
- PENINSULA /SILCON VALLEY LIBRARY SYSTEM
  LIBRARY LEGISLATIVE BREAKFAST (OWN EXPENSE)
- ALAMEDA PUBLIC LIBRARY-SITE VISIT
- LIVERMORE PUBLIC LIBRARY - SITE VISIT
- LIBRARY FOUNDATION AFFINITY GROUP MEETING
- ALAMEDA COUNTY LAW LIBRARY - SITE VISIT
- COMMUNITY ORGANIZATION FACILITIES COORDINATION SF CHINATOWN BRANCH
- RESOURCE TO COMMUNITY ORGANIZATIONS REGARDING CONTRIBUTIONS TO
  CHINATOWN BRANCH SOLICITATION FOR PERIODICAL SUBSCRIPTIONS.
- EDGARTOWN LIBRARY, MARTHA'S VINEYARD - SITE VISIT
- SFPL CONSULATE GEN. OF MEXICO MURAL DEDICATION PROGRAM AND RECEPTIO
- VASSAR COLLEGE & AMERICAN TRUST FOR THE BRITISH LIBRARY
  "CONVERSATION ABOUT LIBRARIES AND TECHNOLOGY IN THE NEXT MILLENNIUM"
- HOSTED SFPL SITE VISIT FOR FELLOW "SAB" (ALAMEDA LIBRARY)
  REPRESENTATIVE.

• 1998 •

PENDING

- CHINESE AMERICAN LIBRARY ASSOCIATION
  PANELIST- LIBRARIES AND COMMUNITY INVOLVEMENT (PENDING)

- MEMBERSHIPS:
  AMERICAN LIBRARY ASSOCIATION
  CALIFORNIA LIBRARY ASSOCIATION
  ASIAN PACIFIC AMERICAN LIBRARY ASSOCIATION
  CHINESE AMERICAN LIBRARY ASSOCIATION
  FRIENDS OF THE LIBRARY

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, October 6, 1998

(approved as amended October 22, 1998)

The San Francisco Public Library Commission held its regular meeting on Tuesday, October 6, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:36 PM by Vice President Fran Streets
The following members were noted present: Vice President Streets and Commissioners Agnos, Coulter, and Llorente. Commissioner Chin joined the meeting at 5:43PM. Commissioners Charles A. Higueras and Carol Steiman were noted excused attendance.

The Commission Secretary noted that Agenda item #5 Library of California was continued to the call of the Chair at the request of the presenter, Ms. Will, who was unable to attend the meeting due to pressing responsibilities in Sacramento.

APPROVAL OF MINUTES of the regular meeting of September 17, 1998.

MOTION: approval of the Minutes of September 17, 1998 as presented was moved by Commissioner Llorente, seconded by Commissioner Coulter.

Public Comment: An anonymous member of the public noted that the omissions in the online Minutes noted by the anonymous member of the public had been corrected, but that the reporting of the Minutes continued to inaccurately reflect the substance of comments made, specifically referring to the anonymous member of the public's reported observations concerning the discussion of who made decisions related to the reductions in Fuhrman Fund expenditures and regarding Public Comment discussion of corporate values vs. human values impact on a no longer held San Francisco Labor Day Art festival in the September 17th Minutes.

ACTION: APPROVED Aye 4-0 (Agnos, Coulter, Llorente, and Streets)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri reported that she had met with Mayor Brown concerning the city's long-term allocation of the majority of Brooks Hall for the Library's permanent use. Ms. Minudri informed the Commissioners that the Mayor had agreed to make Brooks Hall available to the Library for long term use and that plans were underway to determine costs associated putting it to use. She reported that acquisition of Brooks Hall could provide sufficient additional space to meet projected library program needs for the next 10 to 12 years. Ms. Minudri discussed the on-going merger efforts between the Friends of the Library and the Library Foundation. She further described a proposal to relocate the Friends Store in the Library and reorganize Friends and Foundation staff offices. The City Librarian next introduced the new Chief of Technical Services, Vivian Pisano, who outlined her background and professional experience for the Commission. In response to a question by Vice President Streets, Ms. Minudri outlined a proposed merger timeline for the Friends and Foundation.

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Civic Center
San Francisco, California 94102
Telephone 415.557.4233

Responding to Commissioner Coulter the City Librarian described the proposed relocation of the Friends' store to a space near the Grove Street door and noted that the entire cost would be met by the Foundation and Friends of the Library. She next introduced Ms. Toni Bernardi, Chief of Children's and Youth Services, who made a presentation on the successes of the Summer Reading Program for children, youth, and teens. The Summer Reading Program was described an the Library's biggest annual effort. Ms. Bernardi described and discussed each of the four components of the program: traditional reading programs/read to me programs, high school reading, Kid Power, and programs at the Main and in every branch. Increased participation at every level was reported. It was noted that 266 high school students participated in this year's Summer Reading Programs. Ms. Bernardi called attention to the 479 Kid Power youth volunteers who contributed 8,148 hours of volunteer time helping with program events during the Summer. The Chief of Children and Youth Services pointed out a goal of the Summer Reading Program was to have every branch have a free, fun, and event every week so that children and their parents would know of an expect the availability of a program at their neighborhood branch throughout the 8-9week Summer Reading Program. She commended the dedicated library staff and volunteers and the support of the Friends of the Library who funded the programs. Ms. Bernardi concluded by reading from a letter from a program participant's parent expressing appreciation for the program's inspiration of a love of reading in her young son. Commissioner Chin congratulated Ms. Bernardi and her staff and urged them to raise even higher the goals of this program for next year. (An anonymous member of the public rose to inquire regarding public comment on Agenda Item #2, the City Librarian's Report and was informed By Vice President Streets that public comments would be taken at the end of the item.) The City Librarian then introduced Deputy City Librarian Susan Hildreth to present her segment of the monthly report. The Deputy City Librarian described her activities as Acting city Librarian during Ms. Minudri's vacation. She mentioned her continuing branch library visits and noted a diminishing flow of requests for copies of the Request for Proposals for the Post Occupancy Evaluation of the Main Library. Next the Chief of Branches and Community Relations, Ms. Marcia Schneider reported on Library programs. She invited the Commissioners to the installation and inaugural address of renowned poet Lawrence Ferlingetti, as San Francisco's Poet Laureate. Ms. Schneider reminded the Commissioners of the continuing "Stone type" an exhibit of works by Sumner Stone, designer of typefaces and the exhibit titled "Through My Father's Eyes", featuring the photos of famed Filipino-American artist Ricardo Alvarado. The Chief of Branches mentioned the Fall noon lecture series on opera. Ms. Schneider called attention to the Bayview/Wadden branch presentation of its annual Bayview Poetry Recital. She called attention to several teen programs sponsored by Children and Youth Services programs held during the month in celebration of Teen Read, Teen Reading Week during October 19-28, 1998. She noted a October 20th Gary Soto reading in the Koret Auditorium sponsored by the Library's Middle School Outreach program. Also on the 20th.. a teen writers/arts program Youth Guidance Center teens, titled the Beat Within will be held. A teen comedic art festival will be held on October 24th. An "Improve your score on the

SATs", program funded through a grant applied for and written by members of the Library's Teen Advisory Council will be held. And finally she noted a teen cyberspace mystery event will conclude these series of programs and exhibits. In response to Commissioners questions, Ms. Schneider and Ms. Bernardi explained the background of SAT training program and the events and discussed outreach efforts made to increase participation in the programs. (An anonymous member of the public rose to inquire regarding public comment on Agenda Item #2, the City Librarian's Report and was informed By Vice President Streets that public comments would be taken at the conclusion of item presentations.) Mr. Roberto Esteves, Acting Chief of the Main reported on new statistics of 5,573 individuals who daily entered the building. He noted that approximately 500 additional people each day used the various other building services and activities. Mr. Esteves noted the gallery attendance at 2,118 visitors for the "Through My Father's Eyes" exhibit. He called attention to the 44 city agency and community organization events held at the Main involving 1,700 people attending these events. Mr. Esteves announced that the carpet replacement program in settlement to replace all defective carpeting throughout the building would begin on November 2, 1998 and continue for several months until completion. In response to Commissioners questions, Mr. Esteves discussed efforts to keep the public informed and minimize service disruptions as the carpet replacement activities occur.

Public comment: Mr. Peter Warfield inquired regarding a fill rate or satisfaction survey. Mr. Ed Regan requested that statistics be reported showing the actual numbers of library users and others attending other activities in the Main.

BAY AREA LIBRARY & INFORMATION SYSTEM (BALIS) REPORT

Library BALIS Representative and former Library Commissioner Virginia Gee, gave a report on her work as the Library's Bay Area Library and Information System representative. She presented a detailed report (copy attached) outlining the background and activities that she as a member of the System Advisory Board (SAB) and the System undertakes. Mrs. Gee further explained the purpose and on-going shared resources efforts BALIS is involved with currently in the three counties under its jurisdiction. Commission Vice President Fran Streets commended Commissioner Gee's efforts on behalf of our San Francisco and the other Bay Area libraries. The City Librarian noted the very useful professional training programs and reference services provided to the Library through BALIS in response to Commissioner Llorente's inquiry concerning specific BALIS supported activities benefiting the San Francisco Public Library. Commissioner Chin asked about BALIS efforts focused on undeserved Bay Area communities such as support for literacy programs.

Public comment: Mr. Peter Warfield asked concerning the availability of copies of Commissioner Gee's written report.

LIBRARY BUDGET PRIORTIES

The City Librarian outlined the process whereby the suggested Library Budget priorities proposed at the September 17th meeting of the Commission had be modified according to the Commissioners suggestions to the following three:

1. Enhance the Library's collections and resources.
Provide a Library Materials budget that is a minimum 10% of the Library's operating budget.

2. Improve services provided to the public.
Ensure that services provided are meeting the needs of the diverse users of the library.

3. Maintain the Library's physical infrastructure
Provide safe and accessible space, collections, and services.

There was a discussion of the various elements of the proposed strategic goals. The Commissioners discussed the normative percentage of materials budget of operating budget among libraries nationally, the specific needs of our Library to service 26 branches, and what kinds of materials (books, videos, tapes, databases, etc.) are included as "materials". Commissioner Coulter raised his concerns that Library affinity groups and the diverse communities of interest they represent have a role in carrying out the strategic goals. He also noted the importance of addressing issues such as defending intellectual freedom and opposing censorship as an important priorities for the Library. Commission Vice President Fran Streets inquired regarding the dollar amounts proposed for the book budget. The City Librarian described materials as $3.8 million of the $42 million remaining in the Library Budget excluding the Ocean View Branch Capital amount. She also discussed the impact of increased costs and erosion of the buying power of a static materials budget. Vice President Streets again noted her desire for details of previous book budgets. There was additional discussion of capital planning needs and issues involved with making Brooks Hall useable for library needs. Commissioner Llorente inquired concerning including input from library affinity groups regarding various budget proposals. Ms. Minudri responded that Affinity groups could submit their suggestions through affiliated Library staff. Commissioner Coulter raised the issue of collections management including removals of materials. Ms. Minudri noted that that issue is "on the front burner".

MOTION: Commissioner Agnos, seconded by Commissioner Chin, that Commission approve the proposed Strategic Goals as submitted.

Public comment: Mr. Ed Regan suggested hiring four carpenters to construct needed furniture for the Library. Mr. Peter Warfield inquired regarding changes in the description of enhanced collections, requested that "measurable goals" based on standardized standards used by other libraries be established, and listed a variety of specific areas such as circulation, fill rate, reference questions, and other definitions of what constitutes improved collections. He also noted elimination of a specific proposed strategic goal related to employee and public safety issues.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Llorente, and Streets)

MISSION BRANCH RERNOVATION

Mr. Roger Wong, Department of Public Works reported to the Commission on the progress of the Mission Branch Library Renovation project during September 1998. In his report (copy attached) Mr. Wong described significant progress in the first floor, main floor, and elevator installation at the Mission Branch. Mr. Wong announced that changes in the project schedule had resulted in a projected February 8, 1999 completion date including the "punch list" items and inspections. Mr. Wong provided a detailed description of change orders one through seven and specifically addressed details of these additional costs. In response to a question by Commissioner Llorente, Mr. Wong provided details of a mention of a $10,000 item for "omissions" and assured the Commissioners that any work orders or other changes were fully within planned contingency costs and the projected construction budget.

Public comment: Mr. Ed Regan suggested that a pamphlet room be included in the renovated Mission branch Library as well as other branch libraries.

The City Librarian then introduced Ms. Margie O'Driscoll, Executive Director of the Friends of the San Francisco Public Library who presented a video being used in support of the fundraising campaign for the renovated Mission branch. She noted that the campaign had thus far raised $280,000 nearly 80% of its initial $320,000 target amount. Ms. O'Driscoll described the outpouring of neighborhood and community support for the Mission Branch campaign. The Commission then viewed the video. Ms. O'Driscoll call particular attention to the invaluable contribution made by Dave Schwabe and Library Audiovisual Support Department staff in producing the video.

LABOR UNION REPORT: No report.

NEW BUSINESS: Commissioner Coulter requested that the City Librarian provide the Commission with details of the Brooks Hall plans as they are being prepared. Vice President Streets requested an update on previous Commissioner's requests for agenda items. Commissioner Llorente requested that the Commission consider adoption of a formal policy concerning maintaining the long-term fiscal health of the Fuhrman Trust. The City Librarian noted that she will provide an update on completion of Library Strategic Audit issues and the book budget.

Public comment: Mr. Ed Regan requested 6AM to Midnight hours at the Main and branches. He also suggested uniform hours of operation for all branch libraries.

Commission Vice President Streets announced that the next Commission Meeting will be held at 5:30PM on Thursday, October 22, 1998. The Commission Secretary pointed out the meeting will be held in the Latino/Hispanic Room, Main Library lower level.

ADJOURNMENT

MOTION: Commissioner Llorente, seconded by Commissioner Coulter moved to adjourn the meeting.

ACTION: APPROVED Aye 5-0 (Agnos, Chin, Coulter, Llorente, and Streets)

The meeting was declared adjourned at 7:03PM

Michael Housh, Library Commission Secretary 10/23/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
OCT 19 1998
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

6

/22/98

LIE L. BROWN, JR.
vor

ARLES A. HIGUERAS, A.I.A.
ident

AN A. STREETS
e President

ERRY AGNOS
NNIE K. CHIN
VEN A. COULTER
NEST H. LLORENTE
ROL STEIMAN
mmissioners

GINA MINUDRI
y Librarian

CHAEL HOUSH
mmission Secretary

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, October 22, 1998**

TIME: **5:30 PM**

PLACE: **Latino/Hispanic Room** **NOTE LOCATION CHANGE**
Main Library, Civic Center

The meeting will be called to order

AGENDA:

1. **APPROVAL OF THE MINUTES**

   Presentation of, discussion of, and possible action to approve the minutes of the regular Commission meeting of October 6, 1998. **ACTION**

2. **ADDENDUM TO THE RFP FOR THE POE** **ACTION**

   Presentation of, discussion of, and possible action to approve an addendum to the Request for Proposals for the Post Occupancy Evaluation of the Main Library to clarify that up to two Library Commissioners may act as members of the selection committee.

3. **HOLDING THE NOVEMBER 4, 1998 COMMISSION MEETING AT THE PRESIDIO BRANCH LIBRARY** **ACTION**

   Presentation of, discussion of, and possible action to approve holding the regular November 4, 1998 Commission meeting at the Presidio Branch Library.

4. **REPORT ON IMPLEMENTATION OF LIBRARY STRATEGIC AUDIT RECOMMENDATIONS**

   Report by the City Librarian and discussion of action on Library Audit recommendations

5. **REPORT ON THE LIBRARY COMMISSION POLICY HANDBOOK**

   Report by the Commission Secretary and discussion of library policies development.

6. **LABOR UNION REPORT**

   (This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. **NEW BUSINESS**

   (This item is to allow Commissioners to introduce new agenda items for consideration.)

8. **PUBLIC COMMENT**

   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **ADJOURNMENT** (requires motion and public comment) **ACTION**

1014/98 - M.Housh, Commission Secretary

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

Request for Proposals for the Post-Occupancy Evaluation of the New Main Library ("RFP")
ADDENDUM

The following is a clarification of Part IVB, Selection Criteria (p. 13 of the RFP):

Part IVB of the RFP currently states that the "proposals will be evaluated in a two phase process by a selection committee comprised of City staff and non-City parties with expertise in library building design, construction, and systems operation."

This addendum serves to clarify that the term "City staff" may include up to two members of the San Francisco Public Library Commission.

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

October 22, 1998

TO: Commissioners, San Francisco Public Library

FROM: Regina U. Minudri RUM
City Librarian

RE: **Report on Strategic Audit Recommendation Implementation**

Audit Recommendations

1. **Select a permanent senior management team as soon as possible. The team should include the city librarian, a chief operating officer, and a chief financial officer.**

A Deputy City Librarian and Finance Director have been classified and hired.

2. **Place the highest possible priority on solving the shelving problem in the New Main by the end of the fiscal year**.

The shelving backlog was eliminated in September, 1997, as a result of hiring 15 FTE library pages. New Sorting Room procedures, standards and methods of operation have been established.

3. **Design and implement a community-wide process for determining or reaffirming the library's core mission and goals; its ten year plan; priorities for branch facility and service improvements; and strategic and tactical priorities for resource allocation.**

A process will be identified and implemented in 1999 to evaluate and refine the library's core mission and goals. A two or three year strategic plan should be developed as a result of this process. Resource allocation will be part of the implementation of the strategic plan.

Public hearings at each branch library will begin in the spring of 1999. These hearings, required by Proposition E (Library Preservation Fund, June 1994) to be held every five years, will help determine hours and service needs. We anticipate using these hearings as a method of obtaining public input to the library's strategic planning process.

Priorities for branch facilities improvements should be based first on seismic risk and secondarily on greatest service need. The Department of Public Works completed seismic, engineering and abatement testing of city owned facilities in FY1996-97. Discussions regarding development of a branch facilities master plan have been initiated with the Friends and Foundation.

4. **Conduct a post-occupancy assessment of the New Main within the next 6 to 12 months; provide adequate annual funding to maintain new facilities in a state of good repair.**

A post occupancy evaluation RFP has been issued, with responses due November 2, 1998. Funding issues are being addressed through the budget process. Some corrections have been made; others are pending.

The FY 1998-99 budget provides an increase of $140,000 for general facilities maintenance. Funding of roof repairs for branches ($250,000), which we consider to be the first stage of a 3-4 year roof repair effort, has also been secured in the FY 1998-99 budget.

The library's Finance Director has developed an annual budget calendar and process, which includes needs assessments. Library revenue and fund sources are being reviewed. Further augmentation to the maintenance budget will be assessed through PLF and other sources.

5. **Produce a strategic plan for collection management and development that has input from patrons and staff at all levels. The plan should address goals for both general and special collections and should spell out clearly the library's policies for acquisition and weeding the collection.**

System-wide staff training on collection maintenance was developed and implemented, FY 1996-97 and 97-98. A public program was presented and videotaped on collection management. The library's management reorganization includes a Librarian IV (Chief) for information and resource management. Options for re-use of withdrawn library materials are being considered by the City Librarian's Advisory Council. This matter will come before the Library Commission for public input and Commission approval.

6. **Address the critical need for a long-term solution to archiving and storing both the permanent collections and materials in some phase of transition.**

The City Librarian is engaged in discussions with the Mayor's Office about upgrading Brooks Hall for library use and storage. Compact shelving will be moved from the Old Main to Brooks Hall before the end of 1998.

7. **Accelerate the rate of cataloging for reference materials, special collections, and "clean-up" of CLSA to DRA conversion problems. This will increase the utility of the on-line catalog and help to reestablish its credibility as a reasonable tracking mechanism for the collection as a whole.**

Significant progress has been made in cataloging reference materials and clean up of converted files. Migration to DRA Web 2 is currently underway, which will vastly improve user access to the online catalog. A demonstration will be made to the Commission in early 1999.

From July 1997 through September 1998, both SFPL staff and contract staff from Advanced Information Management (A.I.M.) have cataloged, inventoried and processed materials in the following reference and special collections: San Francisco Historical Collection, Effie Lee Morris Historical Collection, Schmulowitz Collection of Wit and Humor, Government Information Center serials, reference and circulating Music Scores, Gay/Lesbian collection, as well as in other reference collections.

In addition, staff have converted and cleaned up records in the database. During this time period they entered 9,476 titles to the OPAC, inventoried 26,867 items and cleaned up 116,224 records.

8. **Develop an intensive training program appropriate to staff at each level in the use of the on-line catalog, use of personal computer and multimedia technology, and use of adaptive technology for patrons with disabilities.**

A full-time training coordinator in Human Resources is addressing these issues.

Automation continues to offer training in the use of the bibliographic and social services databases, and has continued its practice of taking training directly to the branches. Technical support staff offer assistance at both the individual and department levels as needed for hardware/software applications. Automation supports the ongoing needs of Access Services in its efforts to improve adaptive technology through training, documentation, and consultation.

9. **Develop specialized training for reference librarians in the Main and the resource branches in the use of computerized databases**.

Database training is now offered on-site to the branch libraries as well as through centralized training at the Main. RefNet, a system-wide reference issues committee, has been instrumental in identifying training needs and solutions.

10. **Develop monthly and quarterly financial and operating reports that are easily understood and that track key issues, including**

- **financial performance in comparison to budget and prior year actuals;**
- **fully allocated financial results by program and facility;**
- **key operating statistics such as circulation, visits, collection turnover, and customer satisfaction;**
- **staffing patterns and trends in terms of headcount, FTEs, average hours worked, and trends by location; and**
- **collection development and management information such as total additions and eliminations during given periods, average time from return to shelving, etc.**

The addition of the Budget Officer, Deputy City Librarian and Finance Officer has brought the library a long way in a short time in terms of financial accountability. Most of the recommended work is underway, including the restructuring of the budget consistent with the reorganization, the development of financial management reports, and the adoption and dissemination of budget management policies and procedures. Additional work needs to be done to coordinate surveys and methods of tracking operational, staffing, and collection management statistics.

Centralized circulation and patron count statistics are maintained and reported to the Library Commission for Main and Branches. Program and class visits statistics are compiled monthly by OCYS.

Automation has instituted annual database maintenance to improve statistical output, and has migrated to a new, easier statistical report generator.

11. **Develop a cost allocation system that allows for regular reports on the fully allocated cost of various functions and services within the Library.**

The Finance Director will develop a plan to identify indirect or administrative cost factors, review database applications, and design and develop an in-house cost allocation system, with assistance from Automation.

12. **As a matter of policy, determine what services and functions should be paid for on an ongoing basis from the Library Preservation Fund vs. the general fund baseline.**

After reviewing Charter requirements, the City Controller determined in April 1998 that the total operating budget and accounts of the Library Department should be shown in the Preservation Fund, rather than budgeted in two separate funds (General Fund and Preservation Fund).

Proposition E states that "increasing library hours throughout the system and acquiring books and materials shall receive priority in appropriating and expending fund monies." The library has increased hours of service above the required level under Proposition E, pursuant to this policy. Furthermore, the library budget for books and materials has been increased more than threefold following approval of Proposition E, from approximately $1 million in the original (pre-Proposition E) FY 1994/95 budget to approximately $3.3 million (from Prop. E and General Fund exclusively) in FY 1998-99.

13. **Provide basic financial literacy training for staff at all levels so that they are knowledgeable about what drives the library's revenue and expenses and what they can do to positively affect overall financial performance.**

The Finance Director established a "Finance Letter" format to communicate financial policy and procedure. The Finance Office has started review and reconciliation of revenue, grants, and gifts, and is in the process of developing and scheduling training on purchasing policies and procedures.

The Finance Director and administrative staff have spent considerable time educating staff on financial issues through all-staff meetings and regular updates.

14. **Develop a clear strategic policy on when and under what circumstances (if any) the Library believes charges for service are acceptable and pursue them aggressively.**

Fines, fees and reimbursements for costs are currently under review. The Finance Department will be identifying present and potential future revenue resources for consideration.

15. **Develop a life cycle cost analysis for the hardware and software currently in use and develop a long-term strategic plan for upgrading and maintaining these systems.**

An analysis was in place at the time of the strategic audit and was submitted to Betsy Reveal. The next step in this process is a business plan, and Finance will work with Automation in its development. Assistance has also been requested from the Commission on Information Technology (COIT). It is hoped that monies from the E-rate programs and the regular budget, once the lease payments are completed, will support the business plan.

16. **Create a process at the city-wide level that engages senior administration and union staff as well as representatives of the philanthropic community to evaluate the lessons learned in the library fundraising process and to develop policies and procedures for future collaboration on city-wide initiatives.**

A staff fundraising committee has been established. A management "Fundraising Steering Committee" is to be established to coordinate fundraising appeals and issues.

17. **For the library specifically, determine the best vehicle for engaging the private sector in planning for funding major improvements in the branches in coming years. Evaluate whether a merger of the Friends of the Library and Foundation might provide a better vehicle for a branch focused campaign.**

A merger is being planned. Implementation is planned for January 1999.

18. **Establish clear lines of accountability and advisory mechanisms for the existing centers that engage affinity groups' representatives, library management and center staff, and patrons of the centers in the planning, budgeting, programming and priority setting for the centers. This could be done through an advisory body for all the centers or one for each center.**

A meeting of all affinity groups with related staff in attendance was held in June 1998. Further discussions are ongoing. Affinity centers work with program staff on programs and exhibits. Additional funds have been allocated to the centers for purchase of library materials.

This area still needs substantial attention, and the new Chief of Information and Resource Management will address this issue.

19. **In order to foster closer communication and collaboration between the Main and branches, consider regular rotation of professional staff among and between the system's facilities. Develop processes for involving both Main and branch staff in all aspects of operational and budget planning, and develop mechanisms so that "best practices" (wherever they occur in the system) can be shared and applied through the system.**

The current reassignment process affords all classifications the chance to move to different work locations in the system. With the full funding of vacancies, transfers have been averaging 12 per month, with significant movement between Branches and Main. Discussions are underway on methods of deploying temporary as-needed librarians on a system-wide basis, rather than separating Branches and Main.

The library has a number of staff committees with representation from Main and Branch personnel. The City Librarian has established an advisory group of high level Main, Branch and administrative representatives whose charge is to bring the group discussions to the work sites and improve internal communication. The Materials Management Group, comprised of Branch and Main staff, tackle questions of material handling throughout the system. These groups have been instrumental in creating a more coordinated system-wide operation and budget plan, and in promoting system-wide applications of policies and procedures.

20. **Develop a meaningful performance appraisal system that acknowledges the results of both individual and team performance.**

The library system has begun a process of establishing unit service objectives and performance standards that must be incorporated into job descriptions and performance appraisals. The Deputy City Librarian will be working on this process over the next year.

21. **Develop regular mechanisms for evaluating both patron (customer) and employee satisfaction. Broadly disseminate the results and make them the foundation for planning and budget development.**

Patron satisfaction and service surveys are performed on a regularly scheduled basis at Main and Branches. Reports of such surveys are distributed to all staff and shared with the Library Commission.

Both formal and informal meetings with Main staff are held on a regular basis. Ad hoc and standing committees are established to resolve public service issues. Cluster managers, branch heads and children's librarians meet monthly.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, October 22, 1998

The San Francisco Public Library Commission held its regular meeting on Thursday, October 22, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:40 PM by President Charles A. Higueras
The following members were noted present President Higueras and Commissioners Chin, Llorente, and Steiman. Commissioners Agnos, Coulter, and Streets were noted excused attendance.

ILLIE L. BROWN, JR.
yor

ARLES A. HIGUERAS, A.I.A.
sident

AN A. STREETS
e President

ERRY AGNOS
NNIE K. CHIN
EVEN A. COULTER
NEST H. LLORENTE
AROL STEIMAN
mmissioners

GINA MINUDRI
y Librarian

CHAEL HOUSH
mmission Secretary

APPROVAL OF MINUTES of the meeting of October 6, 1998.

MOTION: approval of the Minutes of October 6, 1998 as presented was moved by Commissioner Chin, seconded by Commissioner Llorente.

The Commission Secretary noted a correction in a reference in third and fourth line in the beginning of the City Librarian's Report to an agreement by the Mayor for the permanent transfer of Brooks Hall to the Library. More accurately the transfer should have been described as for long-term use and a reference to "access" cost should read to "determine" costs associated with the transfer of Brooks Hall for Library use.

Public Comment: An anonymous member of the public noted the extreme length and complex sentence structure of an anonymous member of the public's comment on approval of the minutes. The anonymous member of the public challenged the accuracy of remarks attributed to Vice President Streets referring to the City Librarian's report item rather than terming these reports as items. The anonymous member of the public opposed approval of the Minutes. Mr. Peter Warfield noted that he favored extensive reporting of more than action items in the Minutes, pointed out that he has previously spoken about the omission of responses to public inquiries, pointing out Commissioners questions were described in Minutes but interrogatives by members of the public were unanswered, and opposed approval of the Minutes.

President Higueras requested that when sub-reports are included in an agenda item clearer demarcation of the individual elements be made in reporting the Minutes and where possible, brief responses made by Commissioners to questions raised by members of the public when giving public comment be also reported.

ACTION: APPROVED as amended Aye 4-0 (Chin, Higueras, Llorente, and Steiman)

APPROVAL OF AN ADDENDUM TO THE REQUEST FOR PROPOSALS (RFP) FOR THE POST OCCUPANCY EVALUATION (POE) OF THE MAIN LIBRARY

Ms. Susan Hildreth, Deputy City Librarian, designated project manager for the post occupancy evaluation described the proposed addendum to the RFP as a clarification

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drafted by the City Attorney formally authorizing the participation of up to two Library Commissioners on the selection team considering candidates to conduct the Post Occupancy Evaluation of the Main Library. Mrs. Hildreth commented that the composition of a proposed selection committee was still under review. Commissioner Llorente was informed that up to two commissioners were included in the planned five to seven members including a Commissioner, the City Librarian, a library staff representative, a Department of Public Works representative, a representative of the Mayor, and outside other professional consultants such as an engineer or architect were among the types of individuals being considered for inclusion.

MOTION. Recommend addition of the addendum to the RFP as submitted. Commissioner Llorente, 2nd Commissioner Chin.

The following is a clarification of Part IVB. Selection Criteria (p.13 of the RFP)

Part IVB of the RFP currently states that the "proposals will be evaluated in a two phase process by a selection committee comprised of City staff and non-city parties with expertise in library building design, construction, and systems operation."

This addendum serves to clarify that the term "City staff" may include up to two members of the San Francisco Public Library Commission.

Public comment: none offered

ACTION: APPROVED Aye 4-0 (Chin, Higueras, Llorente, and Steiman)

HOLDING THE NOVEMBER 4, 1998 COMMISSION MEETING AT THE PRESIDIO BRANCH LIBRARY

MOTION: by Commissioner Chin, 2nd Commissioner Steiman

That the November 4, 1998 regular meeting of the San Francisco Public Library Commission shall be held at the Presidio Branch Library, 3150 Sacramento Street, beginning at 5:30PM.

Public comment: none offered

ACTION: APPROVED Aye 4-0 (Chin, Higueras, Llorente, and Steiman)

CITY LIBRARIAN'S REPORT ON IMPLEMENTATION OF LIBRARY STRATEGIC AUDIT RECOMMENDATIONS

The City Librarian submitted an extensive report (copy attached) complied by Library staff on the steps accomplished, rendered moot, on-going, and proposed to address the issues raised in the Strategy Audit of the Public Library conducted by the Mayor's office. Ms. Minudri outlined a plan to conduct the mandated Prop. E. public hearings in branch libraries early in 1999 in conjunction with efforts as suggested in the audit to seek public input on a wide range of library services and community needs issues beyond just looking at changes in hours of operation. The City Librarian noted on-going roof repairs and capital improvements efforts. She proposed development of a three year strategic plan to be followed by a facilities assessment. In response to Commissioner Llorente's inquiry Ms. Minudri outlined various issues involved in the transformation of Brooks Hall for Library use. In response to Commissioner Steiman's question, Ms. Minudri outlined training efforts such as the "Life of the Book" program related to collection management now in place and proposed.

The City Librarian noted online cataloging issues raised in Audit Item 7, reported statistics on items identified or corrected, described the migration process to DRA Web2, and proposed a demonstration for the Commission before going online with it. Steps toward addressing the training issues raised in Audit items 8 and 9 were described. Ms. Minudri pointed out that there has been great progress in addressing the complex financial management, budget planning, and statistical reporting issues described in Audit Item 10, but that much work remains to be done. The cost allocation system as suggested in Audit item 11 was noted as yet to be addressed.

Ms. Minudri said that the recent Controller's decision regarding budget reporting of the Library Preservation Fund has rendered Audit Item 12 moot. The finance training issues in Audit Item 13 were noted as being underway. She additionally described the matter of fee for service discussed in Audit Item 14 as no longer at issue with the closure of Library Express. The City Librarian reported that greater attention was being focused on addressing long-term issues involving hardware and software used by the Library in Audit Item 15.

Ms. Minudri described the citywide effort how best to create and to evaluate private-public partnerships to enhance city services as requiring the highest level leadership such as the Mayor's to effectively accomplish. The City Librarian mentioned that she would raise the issue with his staff. Ms. Minudri outlined the proposed January 1999 merger of the Friends of the Library and the Library Foundation as discussed in Audit Item 17. In response to a comment by Commissioner Llorente, the City Librarian described proposed efforts to strengthen the ties between Library staff and Library Affinity groups.

Regarding the staffing rotation suggested in Audit Item 19 she noted a reassignment process, the creation of staff committees, and recent opportunities for staff to bid on positions have resulted improved rotation among library staff in both the branches and at the Main. In response to a question by Commissioner Chin, the City Librarian discussed various aspects of transfers between the Main and Branches. Regarding Audit item 20's request for creation of performance standards and evaluations, it was noted that they will be done by the Deputy City Librarian. The City Librarian reported that efforts were in place to improve conducting and evaluating of patron and staff satisfaction surveys.

Commission President Higueras commended the efforts made to respond to the Mayor's Strategic Audit ands suggested submission of these results to the Mayor. The City Librarian mention that she had been in communication with the Mayor's staff on this point. Commission Chin suggested that each branch and the Main be reviewed regarding how well the met the needs of its particular neighborhood and the demographics of its patrons. She further noted that efforts should be made to conduct outreach to better identify services needs. The City Librarian responded that this was exactly the purpose of the proposed branch by branch facilities survey to be done to identify what services are provided and further identifying unmet needs. There was an additional discussion of the particular concerns with the important relationships between our schools, school libraries, and neighborhood branch libraries. **Commissioner Llorente requested that a periodic report be made to the Commission on the various audit issues remaining to be addressed.** The City Librarian proposed a further report in six months.

Public comment: Mr. Peter Warfield raised his concerns with the proposed migration to DRA Web2 mentioned in connection with Audit Item 7. He expressed concern at potential costs, lost functions, limited features available, the need for PCs rather than terminals, and increased maintenance costs. He asked about any cost estimates made related to this change and a no hit report on items requested.

Commission President Higueras responded that a comprehensive report on DRA Web 2, addressing all of these issues would be made to the Commission when the process was ready to implement.

LIBRARY POLICY HANDBOOK

The Commission Secretary presented the latest draft of the proposed Library Policies Handbook and reported that the Commission now possessed a comprehensive up to date listing of all policies formally adopted by the Library commission in a standardized format as approved by the Commission in October 1997. He particularly noted the draft Internet Use Policy undergoing final revision and the currently outdated a "Fines and Fees" Policy as being first priority to be addressed. He further outlined steps being undertaken to identify all areas were a ***defacto*** policy or routine Library staff practice exists so that these "policies" can be reviewed and where appropriate submitted to the Library Commission for approval.

The Commission Secretary suggested that a number of such "policies" would be submitted for Commission approval beginning in January 1999. It was additionally noted that there remained a significant number of areas where policy needed to be developed. Commission President Higueras observed that there were detailed suggestions for standard library policies included in the Trustee Tool Kit for Library Leadership provided to the Commissioners by the California State Library. In response to the Commission President's request the Commission Secretary outlined a suggested process to fill in gaps in Commission Policies beginning in January.

President Higueras asked that the Commission be provided with information on currently existing but not formally authorized policies. In response to Commissioner Llorente's inquiry regarding drafting of a policy to secure the financial stability of Fuhrman Trust, the Commission Secretary described some of the complexities of resolving that question. He further described details of the draft handbook and ways it might be improved.

Public comment: An anonymous member of the public agreed with the Commission Secretary's description of Fuhrman Trust issues as complex, urged inclusion of a copy of the Library Commission Bylaws in the Policy Handbook, and inquired concerning the distribution of the Trustee Tool Kit for Library Leadership to the Commissioners.

LABOR UNION REPORT: No report.

NEW BUSINESS: None offered

PUBLIC COMMENT:

An anonymous member of the public discussed the themes and concepts highlighted in a "folk tale" presented in remarks made by famed African American author Toni Morrison when accepting the Nobel Prize for Literature.

ADJOURNMENT

MOTION: Commissioner Llorente, seconded by Commissioner Chin moved to adjourn the meeting.

The meeting was declared adjourned at 7:07PM

Michael Housh, Library Commission Secretary 10/22/98

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, October 22, 1998

(Approved as Amended 11/4/98)

The San Francisco Public Library Commission held its regular meeting on Thursday, October 22, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:40 PM by President Charles A. Higueras
The following members were noted present President Higueras and Commissioners Chin, Llorente, and Steiman. Commissioners Agnos, Coulter, and Streets were noted excused attendance.

.. Brown, Jr.

A. Higueras, A.I.A.
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K. Chin
A. Coulter
H. Llorente
Steiman
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Minudri
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l Housh
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APPROVAL OF MINUTES of the meeting of October 6, 1998.

MOTION: approval of the Minutes of October 6, 1998 as presented was moved by Commissioner Chin, seconded by Commissioner Llorente.

The Commission Secretary noted a correction in a reference in third and fourth line in the beginning of the City Librarian's Report to an agreement by the Mayor for the permanent transfer of Brooks Hall to the Library. More accurately the transfer should have been described as for long-term use and a reference to "access" cost should read to "determine" costs associated with the transfer of Brooks Hall for Library use.

Public Comment: An anonymous member of the public noted the extreme length and complex sentence structure of an anonymous member of the public's comment on approval of the minutes. The anonymous member of the public challenged the accuracy of remarks attributed to Vice President Streets referring to the City Librarian's report item rather than terming these reports as items. The anonymous member of the public opposed approval of the Minutes. Mr. Peter Warfield noted that he favored extensive reporting of more than action items in the Minutes, pointed out that he has previously spoken about the omission of responses to public inquiries, pointing out Commissioners' questions with answers were described in Minutes but answers to questions by members of the public were unanswered, and opposed approval of the Minutes.

President Higueras requested that when sub-reports are included in an agenda item clearer demarcation of the individual elements be made in reporting the Minutes and where Commissioner's have offered a response to questions raised by members of the public when giving public comment, it need not be a long drawn out response, it be also reported.

ACTION: APPROVED as amended Aye 4-0 (Chin, Higueras, Llorente, and Steiman)

APPROVAL OF AN ADDENDUM TO THE REQUEST FOR PROPOSALS (RFP) FOR THE POST OCCUPANCY EVALUATION (POE) OF THE MAIN LIBRARY

Ms. Susan Hildreth, Deputy City Librarian, designated project manager for the post occupancy evaluation described the proposed addendum to the RFP as a clarification

drafted by the City Attorney formally authorizing the participation of up to two Library

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Commissioners on the selection team considering candidates to conduct the Post Occupancy Evaluation of the Main Library. Mrs. Hildreth commented that the composition of a proposed selection committee was still under review. Commissioner Llorente was informed that up to two commissioners were included in the planned five to seven members including a Commissioner, the City Librarian, a library staff representative, a Department of Public Works representative, a representative of the Mayor, and outside other professional consultants such as an engineer or architect were among the types of individuals being considered for inclusion.

MOTION. Recommend addition of the addendum to the RFP as submitted. Commissioner Llorente, 2nd Commissioner Chin.

The following is a clarification of Part IVB. Selection Criteria (p.13 of the RFP)

Part IVB of the RFP currently states that the "proposals will be evaluated in a two phase process by a selection committee comprised of City staff and non-city parties with expertise in library building design, construction, and systems operation."

This addendum serves to clarify that the term "City staff" may include up to two members of the San Francisco Public Library Commission.

Public comment: none offered

ACTION: APPROVED Aye 4-0 (Chin, Higueras, Llorente, and Steiman)

HOLDING THE NOVEMBER 4, 1998 COMMISSION MEETING AT THE PRESIDIO BRANCH LIBRARY

MOTION: by Commissioner Chin, 2nd Commissioner Steiman

That the November 4, 1998 regular meeting of the San Francisco Public Library Commission shall be held at the Presidio Branch Library, 3150 Sacramento Street, beginning at 5:30PM.

Public comment: none offered

ACTION: APPROVED Aye 4-0 (Chin, Higueras, Llorente, and Steiman)

CITY LIBRARIAN'S REPORT ON IMPLEMENTATION OF LIBRARY STRATEGIC AUDIT RECOMMENDATIONS

The City Librarian submitted an extensive report (copy attached) complied by Library staff on the steps accomplished, rendered moot, on-going, and proposed to address the issues raised in the Strategy Audit of the Public Library conducted by the Mayor's office. Ms. Minudri outlined a plan to conduct the mandated Prop. E. public hearings in branch libraries early in 1999 in conjunction with efforts as suggested in the audit to seek public input on a wide range of library services and community needs issues beyond just looking at changes in hours of operation. The City Librarian noted

on-going roof repairs and capital improvements efforts. She proposed development of a three year strategic plan to be followed by a facilities assessment. In response to Commissioner Llorente's inquiry Ms. Minudri outlined various issues involved in the transformation of Brooks Hall for Library use. Commissioner Steiman asked if the subject specialists who will review culled books will be able to review the books that were culled when we moved to the new Main Library." Ms. Minudri answered, "Yes." Ms. Minudri outlined training efforts such as the "Life of the Book" program related to collection management now in place and those proposed.

The City Librarian noted online cataloging issues raised in Audit Item 7, reported statistics on items identified or corrected, reported the migration to DRA Web2, and proposed a demonstration for the Commission before going online with it. Steps toward addressing the training issues raised in Audit items 8 and 9 were described. Ms. Minudri pointed out that there has been great progress in addressing the complex financial management, budget planning, and statistical reporting issues described in Audit Item 10, but that much work remains to be done. The cost allocation system as suggested in Audit item 11 was noted as yet to be addressed.

Ms. Minudri said that the recent Controller's decision regarding budget reporting of the Library Preservation Fund has rendered Audit Item 12 moot. The finance training issues in Audit Item 13 were noted as being underway. She additionally described the matter of fee for service discussed in Audit Item 14 as no longer at issue with the closure of Library Express. The City Librarian reported that greater attention was being focused on addressing long-term issues involving hardware and software used by the Library in Audit Item 15.

Ms. Minudri described the citywide effort how best to create and to evaluate private-public partnerships to enhance city services as requiring the highest level leadership such as the Mayor's to effectively accomplish. The City Librarian mentioned that she would raise the issue with his staff. Ms. Minudri outlined the proposed January 1999 merger of the Friends of the Library and the Library Foundation as discussed in Audit Item 17. In response to a comment by Commissioner Llorente, the City Librarian described proposed efforts to strengthen the ties between Library staff and Library Affinity groups.

Regarding the staffing rotation suggested in Audit Item 19 she noted a reassignment process, the creation of staff committees, and recent opportunities for staff to bid on positions have resulted improved rotation among library staff in both the branches and at the Main. In response to a question by Commissioner Chin, the City Librarian discussed various aspects of transfers between the Main and Branches. Regarding Audit item 20's request for creation of performance standards and evaluations, it was noted that they will be done by the Deputy City Librarian. The City Librarian reported that efforts were in place to improve conducting and evaluating of patron and staff satisfaction surveys.

Commission President Higueras commended the efforts made to respond to the Mayor's Strategic Audit ands suggested submission of these results to the Mayor. The City Librarian mention that she had been in communication with the Mayor's staff on this point. Commission Chin suggested that each branch and the Main be reviewed regarding how well the met the needs of its particular neighborhood and the demographics of its patrons. She further noted that efforts should be made to conduct outreach to better identify services needs. The City Librarian responded that this was exactly the purpose of the proposed branch by branch facilities survey to be done to identify what services are provided and further identifying unmet needs. There was an additional discussion of the particular concerns with the important relationships between our schools, school libraries, and neighborhood branch libraries. **Commissioner Llorente requested that a periodic report be made to the Commission on the various audit issues remaining to be addressed.** The City Librarian proposed a further report in six months. **President Higueras requested that the City Librarian provide updates on Library Audit issues as they are resolved without waiting for a summary report in six months as requested by Commissioner Llorente.**

Public comment: Mr. Peter Warfield raised his concerns with the proposed migration to DRA Web2 mentioned in connection with Audit Item 7. He expressed concern at potential costs, lost functions, limited features available, the need for PCs rather than terminals, and increased maintenance costs. He asked about any cost estimates made related to this change. He also identified a no hit report on items requested as an example of a useful improvement in the catalog.

Commission President Higueras responded that a comprehensive report on DRA Web 2, addressing all of these issues would be made to the Commission when the process was ready to implement.

LIBRARY POLICY HANDBOOK

The Commission Secretary presented the latest draft of the proposed Library Policies Handbook and reported that the Commission now possessed a comprehensive up to date listing of all policies formally adopted by the Library commission in a standardized format as approved by the Commission in October 1997. He particularly noted the draft Internet Use Policy undergoing final revision and the currently outdated a "Fines and Fees" Policy as being first priority to be addressed. He further outlined steps being undertaken to identify all areas were a ***defacto*** policy or routine Library staff practice exists so that these "policies" can be reviewed and where appropriate submitted to the Library Commission for approval.

The Commission Secretary suggested that a number of such "policies" would be submitted for Commission approval beginning in January 1999. It was additionally noted that there remained a significant number of areas where policy needed to be developed. Commission President Higueras observed that there were detailed suggestions for standard library policies included in the Trustee Tool Kit for Library Leadership provided to the Commissioners by the California State Library. In response to the Commission President's request the Commission Secretary outlined a suggested process to fill in gaps in Commission Policies beginning in January.

President Higueras asked that the Commission be provided with information on currently existing but not formally authorized policies. In response to Commissioner Llorente's inquiry regarding drafting of a policy to secure the financial stability of Fuhrman Trust, the Commission Secretary described some of the complexities of resolving that question. He further described details of the draft handbook and ways it might be improved.

Public comment: An anonymous member of the public agreed with the Commission Secretary's description of Fuhrman Trust issues as complex, urged inclusion of a copy of the Library Commission Bylaws in the Policy Handbook, and inquired concerning the distribution of the Trustee Tool Kit for Library Leadership to the Commissioners.

LABOR UNION REPORT: No report.

NEW BUSINESS: None offered

PUBLIC COMMENT:

An anonymous member of the public discussed the themes and concepts highlighted in a "folk tale" quoted from remarks made by famed African American author Toni Morrison when accepting the Nobel Prize for Literature in order to lay a basis for future comments.

ADJOURNMENT

MOTION: Commissioner Llorente, seconded by Commissioner Chin moved to adjourn the meeting.

The meeting was declared adjourned at 7:07PM

Michael Housh, Library Commission Secretary 11/17/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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San Francisco Public Library

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NOTICE OF MEETING

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The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Wednesday, November 4, 1998** **NOTE DATE CHANGE**
TIME: **5:30 PM**
PLACE: **Main Meeting Room** **NOTE LOCATION CHANGE**
Presidio Branch Library, 3150 Sacramento Street

The meeting will be called to order
AGENDA:

1. APPROVAL OF THE MINUTES
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of October 22, 1998. **ACTION**

2. CITY LIBRARIAN'S REPORT by City Librarian Regina Minudri
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of : introduction of new senior library staff, an update on the number of proposals received to conduct the Post Occupancy Evaluation of the Main Library, recent Main and branch usage and visitors statistics, and an update on the re-carpeting of the Main Library.

3. LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT
(This item is to allow Library senior staff members to report on recent Library events and make announcements regarding upcoming events and community programs at the Main Library and branches)
A report by Marcia Schneider, Director of Public Affairs, on upcoming Library programs, events, and exhibitions during November '98.

4. CITY ATTORNEY LITIGATION UPDATE
A report by Deputy City Attorney Adine Varah regarding a recent lawsuit filed in California Superior Court by the Public Access Project and James Chaffee against the San Francisco Public Library Commission based on allegations that the agenda listing for, presentation of, and public comment allowed regarding, the "City Librarian's Report" at the October 6, 1998 meeting violated applicable state and local public meeting laws (The Brown Act and the San Francisco Sunshine Ordinance).

5. MISSION BRANCH RENOVATION by the Department of Public Works
Report on, and discussion of the Mission Branch Renovation.

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6. LIBRARY COMMISSION MEETING SCHEDULE **ACTION**
Presentation of, discussion of, and possible action to approve a proposed schedule of regular Commission meetings for 1999.

7. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

9. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. ADJOURNMENT (requires motion and public comment) **ACTION**

10/30/98 - M.Housh, Commission Secretary

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION MEETING SCHEDULE - 1999

Commission Meeting

First Tuesday of the Month, 5:30 PM

January 5, February 3*, March 2, April 6, May 4, June 1, July 6, August 3, September 7, October 5, November 3*, December 7

Commission Meeting

Third Tuesday** or Thursday of the Month, 5:30 PM

January 19**, February 18, March 18, April 20**, May 20, June 17, July 20**, August 19, September 21**, October 19**, November 18, December 21**

* due to a scheduling conflict on the 1st Tuesday in February the Commission meeting will be held on the 1st Wednesday

* Due to Municipal Election Day falling on the 1st Tuesday in November the Commission meeting will be held on the 1st Wednesday

** When the 1st Commission Meeting date of a month falls in the second week, the second monthly Commission Meeting will be held on the third Tuesday rather than the third Thursday of the month.

M.Housh, Commission Secretary
10/15/98

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Wednesday, November 4, 1998

The San Francisco Public Library Commission held its regular meeting on Wednesday, November 4, 1998 in the Community Room of the Presidio Branch Library.

The meeting was called to order at 5:44 PM by President Charles Higueras
The following members were noted present: President Higueras and Commissioners Chin, Llorente, and Steiman. Commissioner Coulter joined the meeting at 5:55PM. Commissioner Streets was noted excused attendance.

APPROVAL OF MINUTES of the regular meeting of October 22, 1998.

Commissioner Steiman requested a correction of her inquiry reported in the first paragraph of the City Librarian's Report on page three to read, "regarding that the subject specialists who are going to review the culled books were going to able to review the culled books that were culled at the time we moved to the new library."

MOTION: approval of the Minutes of October 22, 1998 as revised was moved by Commissioner Llorente, seconded by Commissioner Chin.

Public Comment: An anonymous member of the public expressed approval of changes in recording the Minutes as suggested by members of the public and addressed two further matters. Firstly, the anonymous member of the public noted the importance of separating inconsequential from the essential by calling attention to a request by President Higueras not discussed in the Minutes for more frequent reports by the City Librarian on Library Audit issues as they are resolved without waiting for a summary report in six months as requested by Commissioner Llorente. Secondly, it was observed that an anonymous member of the public's discussion of themes and concepts in an address by author Toni Morrison in Public Comment was a quotation from Ms. Morrison and was described as laying the groundwork for future comments. Mr. Peter Warfield expressed approval of inclusion of responses to questions by members of the public in the Minutes and expressed support for inclusion of details of questions as well. He further noted that in public comment on approval of the October 22nd Minutes on page one that a discussion concerning the Commission's Policy on reporting of the Minutes between the Commission Secretary, the President Higueras, and himself was not reported. Mr. Warfield challenged the accuracy of the Minutes report of President Higueras request that, "where possible, brief responses made by Commissioners to questions raised by members of the public when giving public comment be also reported" stating that this description did not reflect what the Commission President had said. Mr. Warfield also asked correction of Ms. Minudri's reported remarks on Library Audit item 7 on page three, line 2 paragraph two, "described the migration process to DRA Web2", saying she did not outline such a process. Mr. Warfield also noted in his comments in public comment regarding the City Librarian's remarks related to Library Audit item 7 should reflect that his questions about costs were separate from a suggestion regarding possible catalog improvements.

ACTION: APPROVED Aye 5-0 (Chin, Coulter, Higueras, Llorente, and Steiman)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian introduced the new Chief of the Branches Donna Corbiel and of the Main Library Ned Himmel. The City Librarian, Ms. Minudri reported that the Library had received two proposals to conduct the Post Occupancy review of the Main Library. Ms. Minudri informed the Commissioners that the evaluation group was being put together and would bring recommendations to the Commission for their approval. She reported on recent Main Library statistics as averaging 5250 visits per day, with visits for all purposes averaging 5578 per day. Ms. Minudri discussed the attendance at the Through my Father's Eyes" photography exhibit as having 1734 visitors during October. She outlined the process planned to re-carpet the Main over a six month period beginning in January 1999. In response to a question by Commission President Higueras for Deputy City Librarian Susan Hildreth regarding the time frame planned for proceeding with selecting a candidate to conduct the Post Occupancy Evaluation of the Main Library, Deputy City Attorney Adine Varah rose to suggest that such a discussion by Commissioners would be more appropriately addressed after being calendared for discussion at a future meeting.

Public comment: Mr. Peter Warfield asked why only two proposals were received to conduct the Post Occupancy Evaluation of the Main Library, whether this fact concerned the City Librarian, and if the terms of the request for proposals might be amended so that more might participate.

Ms. Minduri noted only one good proposal was needed to do the Post Occupancy Evaluation, that review of those submitted would reveal if such a good proposal had been received and that she could not guess as to what motivated those who had not submitted a proposal. Deputy City Librarian Susan Hildreth noted that 30 to 35 copies of the Request For Proposals had been sent out and that an extensive advertising and outreach effort had been made to attract applicants. Ms. Minudri pointed out that this was a very specialized field that made difficult the search for a qualified team, and that she would report further when the proposals submitted had been reviewed.

Mr. Warfield asked an additional question whether the reported attendance figures reflected a stagnant number or a decline from any original projections of any growth or decline in the number of visitors (to the Main) the library had done, if the Library planned to do any study of what any decline in visitors might mean to library services.

Ms. Minudri responded that the numbers reflected a normal pattern for the period after the opening of a new facility, that being a surge of initial interest in the new building then a leveling to what becomes the normal use patterns. She noted that figures above a daily average of 5000 visits was not a cause for concern

LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT

Library Public Relations Director Marcia Schneider described the up-coming events at the Library during November 1998. A program featuring Ben Fong Torres discussing his book The Hits Just Keep On Coming in conversation with former FRRC Radio disk jockey "Dr. Don" Rose about top 40 radio was discussed. Ms. Schneider noted the opening of the 26th Annual Hand Book Binders of California Exhibition on November 5, 1998 with a reception beginning at 6PM. Ms. Schneider called attention to the Second Annual Literary Quiz Show moderated by Mr. Howard Junker of Zyzzyva Magazine beginning at 7PM on November 5th. The Director of Public Affairs also described a lecture and slide presentation, "Harvey Milk, a Personal View" by photographer Danny Nicoletta, with Bob Kelley, Curator of Harvey Milk, Sight Unseen, and the Library's Jim Van Buskirk will be presented in the Koret Auditorium at 6 to 7:30PM on November 17. She also pointed out a small exhibit located at the Library's Grove Street entrance, "Remembering Veterans Day", honoring war veterans in association with the Fine Arts Museum's Picasso, The War Years Exhibit at the California Palace of the Legion of Honor. A three film series related to World War I will also be shown in conjunction with the exhibit Ms. Schneider further noted.

Public comment: none offered

CITY ATTORNEY LITIGATION REPORT

Deputy City Attorney Adine Varah reported on a lawsuit filed in California Superior Court by the Public Access Project, represented by Timothy Gillespie, and Mr. James Chaffee concerning allegations of violations of state and local open meetings laws by the Library Commission at its October 6, 1998 Meeting. Ms. Varah described the details of the lawsuit and the City Attorney's response on behalf of the Library Commission. She noted that the Court denied the writs requested by the Public Access Project and Mr. Chaffee based on the City's contention that the issues in the lawsuit merely instructed the Commission to present its meeting agendas in accordance with law as was done. She noted that it is the City and the Library's position that the Commission had already made an effort prior to the filing of the lawsuit to take steps beyond those required to address concerns related to this issue raised by members of the public.

In response to a question by Commissioner Coulter regarding the public Access Project and the issues involved in the lawsuit the deputy City Attorney suggested that discussion of these matter should be calendared for discussion at a future meeting. She further explained to Commissioners Coulter and Chin that in her view any discussion of this item listed as a report should be calendared for future discussion. Ms. Varah detailed the issues involved in agenda descriptions needed in order to allow discussion of a matter by the Commission in response to a question by Commissioner Steiman regarding the changes in agenda format now currently in use by the Commission. She again suggested that discussion of those issues should be deferred to a agenda item calendared for a future meeting as report items are for information only. She observed that any discussion of some agenda items can only relate to clarification of details of the information presented or whether or not an issue should be calendared for discussion. The Deputy City Attorney proposed to submit a detailed report on these questions to the Commission. Commissioner Chin suggested that as the issue was not an action item, questions and discussion should be allowed. President Higueras inquired regarding how the Commission should best resolve this question so as to allow discussion. Commissioner Steiman asked if the resolution of this case resolved questions concerning the issue of a requirement for public comment after every agenda item. The City Attorney recommended following a consistent practice addressing this matter. Commissioner Llorente expressed frustration getting a clear ruling as to the circumstances by which the Commissioners would be allowed to discuss items. The Deputy City Attorney suggested calendaring that discussion for discussion at a future meeting. After further dialogue with Ms. Varah, President Higueras directed that future agenda items be drafted in a manner to allow full discussion by the Commission of items on its meeting agenda. He further noted that it was his view that public comment should be taken after a substantive report by staff is offered. Commissioner Coulter expressed concern at the confusion existing between allowable discussion and the need for items on the agenda to be ACTION items.

Public comment: Mr. Peter Warfield expressed appreciation for increased detail in the Minutes, supported the view that public comment be allowed on multi-part reports as Commissioners are allowed to discuss portions of them, and inquired regarding what act is permitted or required of the Commission in connection with the lawsuit. An anonymous member of the public expressed appreciation for the City Attorney's report on the lawsuit, noting that the petitioners concerns had been pre-empted by the Library's action. The anonymous member of the public further noted that instead of a report "Chaffee lost another one", the City Attorney's report reflected that the Commission had recognized that the petitioners' concerns were sufficiently significant to change its procedures, making a meaningful response. The anonymous member of the public additionally noted that the Deputy City Attorney had perhaps mistakenly acted to limit Commissioner's comments about an issue on the agenda which may have been properly discussed as being related to the agenda topic.

The City Attorney indicated that the court had not required the Commission to do anything as the result of the lawsuit. She noted that there was no need for the Court to act as the Library had taken action to address concerns raised by members of the public.

MISSION BRANCH RERNOVATION

Mr. Roger Wong, Department of Public Works on the progress of the Mission Branch Library Renovation project during the past month. This report (copy attached) describes recent work done at the Mission Branch. Mr. Wong announced that the project was 78% completed. Mr. Wong described specific details of the construction work done. He noted that the project remained on schedule as revised with completion anticipated on February 8, 1999. He reported no new change orders beyond the $14,000.14. previously reported to the Commission. Commissioners Llorente and Steiman expressed appreciation at the continued progress on the project. Commissioner Chin suggested that Mr. Wong's future reports be moved higher in the agenda so that he would not have to wait to give his reports.

Public comment: none offered

1999 COMMISSION MEETING SCHEDULE

The Commission Secretary presented and described a proposed meeting schedule (copy attached) for 1999. Commissioner Steiman requested that the day (Tuesday or Thursday) be noted on a printed calendar available to the public.

MOTION: Commissioner Chin moved adoption of the proposed calendar, seconded by Commissioner Llorente.

Public comment: none offered

ACTION: APPROVED Aye 5-0 (Chin, Coulter, Higueras, Llorente, and Steiman)

LABOR UNION REPORT: No report.

NEW BUSINESS: Commissioner Coulter inquired regarding the need to take up a search effort for the position of City Librarian and was informed that there was no current need to do so. Commissioner Coulter additionally inquired concerning any legal efforts the Commission might undertake to identify groups and develop legal options to provide themselves and the public with information concerning those filing lawsuits against the Library.

The Deputy City Attorney proposed to research Commission Coulter's quest for a future agenda item.

Public comment: none offered

PUBLIC COMMENT: An anonymous member of the public called attention to a copy of a statement regarding the Fuhrman Fund made at a previous Commission Meeting by the Commission Secretary outlining some of the complexities involved in the Commission's role as Trustees of the Fund. The anonymous member of the public cited these comments as being in contrast to positions taken by previous Library officials regarding concerns with management of the fund expressed by members of the public. The anonymous member of the public noted that those raising such concerns had been termed "18th Century Luddites" among other labels. The anonymous member of the public's point being that respect is given when this kind of report is presented by the Commission Secretary and when offered by members of the public concerns were dismissed. Mr. Peter Warfield noted that he was not a party in the lawsuit filed against the Commission regarding its October 6, 1998 Meeting but had attended that meeting and that it had to do with the ability of the public to participate in the Commission's discussions, that members of the public cannot participate if they do not know that a topic will come up as it is not on the agenda, and that the public's right to participate is limited when the President declines to allow public comment as inappropriate when Commissioners are discussing an item. Mr. Warfield expressed a belief that members of the public have a right to participate in the Commission's discussions, that the Sunshine law and Brown Act mandate requirements for notice so that particular members of public knowing that a subject is to be addressed can choose to participate, and that open government laws refer to the ability of members of the public to participate Commission discussions. He expressed his appreciation to President Higueras that future agendas will have more detail in description of matters to be discussed and that the public will be allowed to comment on multi-part items as each item is addressed rather than being asked to wait until the end of the entire agenda item.

Commissioner Steiman left the meeting at 7:01PM

ADJOURNMENT

MOTION: Commissioner Llorente, seconded by Commissioner Coulter moved to adjourn the meeting.

ACTION: APPROVED Aye 4-0 (Chin, Coulter, Higueras, and Llorente)

The meeting was declared adjourned at 7:10PM

Michael Housh, Library Commission Secretary 11/13/98

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

DRAFT

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Revised draft Minutes of the regular meeting of Wednesday, November 4, 1998

The San Francisco Public Library Commission held its regular meeting on Wednesday, November 4, 1998 in the Community Room of the Presidio Branch Library.

The meeting was called to order at 5:44 PM by President Charles Higueras
The following members were noted present: President Higueras and Commissioners Chin, Llorente, and Steiman. Commissioner Coulter joined the meeting at 5:55PM. Commissioner Streets was noted excused attendance.

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APPROVAL OF MINUTES of the regular meeting of October 22, 1998.

Commissioner Steiman requested a correction of her inquiry reported in the first paragraph of the City Librarian's Report on page three to read, "Commissioner Steiman asked if the subject specialists who will review culled books will be able to review the books that were culled when we moved to the new Main Library." Ms. Minudri answered, "Yes."

MOTION: approval of the Minutes of October 22, 1998 as revised was moved by Commissioner Llorente, seconded by Commissioner Chin.

Public Comment: An anonymous member of the public expressed approval of changes in recording the Minutes as suggested by members of the public and addressed two further matters. Firstly, the anonymous member of the public noted the importance of separating inconsequential from the essential by calling attention to a request by President Higueras not discussed in the Minutes for more frequent reports by the City Librarian on Library Audit issues as they are resolved without waiting for a summary report in six months as requested by Commissioner Llorente. Secondly, it was observed that an anonymous member of the public's discussion of themes and concepts in an address by author Toni Morrison in Public Comment was a quotation from Ms. Morrison and was described as laying the groundwork for future comments. Mr. Peter Warfield expressed approval of inclusion of responses to questions by members of the public in the Minutes and expressed support for inclusion of details of questions as well. He further noted that in public comment on approval of the October 22nd Minutes on page one that a discussion concerning the Commission's Policy on reporting of the Minutes between the Commission Secretary, the President Higueras, and himself was not reported. Mr. Warfield challenged the accuracy of the Minutes report of President Higueras request that, "where possible, brief responses made by Commissioners to questions raised by members of the public when giving public comment be also reported" stating that this description did not reflect what the Commission President had said. Mr. Warfield also asked correction of Ms. Minudri's reported remarks on Library Audit item 7 on page three, line 2 paragraph two, "described the migration process to DRA Web2", saying she did not outline such a process. Mr. Warfield also noted in his comments in public comment regarding the City Librarian's remarks related to Library Audit item 7 should reflect that his questions about costs were separate from a suggestion regarding possible catalog improvements.

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

ACTION: APPROVED Aye 5-0 (Chin, Coulter, Higueras, Llorente, and Steiman)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian introduced the new Chief of the Branches Donna Corbiel and of the Main Library Ned Himmel. The City Librarian, Ms. Minudri reported that the Library had received two proposals to conduct the Post Occupancy review of the Main Library. Ms. Minudri informed the Commissioners that the evaluation group was being put together and would bring recommendations to the Commission for their approval. She reported on recent Main Library statistics as averaging 5250 visits per day, with visits for all purposes averaging 5578 per day. Ms. Minudri discussed the attendance at the Through my Father's Eyes" photography exhibit as having 1734 visitors during October. She outlined the process planned to re-carpet the Main over a six month period beginning in January 1999. In response to a question by Commission President Higueras for Deputy City Librarian Susan Hildreth regarding the time frame and process for selecting a candidate to conduct the Post Occupancy Evaluation of the Main Library, Deputy City Attorney Adine Varah rose to suggest that such a discussion by Commissioners would be more appropriately addressed after being calendared for discussion at a future meeting.

Public comment: Mr. Peter Warfield asked why only two proposals were received to conduct the Post Occupancy Evaluation of the Main Library, whether this fact concerned the City Librarian, and if the terms of the request for proposals might be amended so that more might participate.

Ms. Minduri noted only one good proposal was needed to do the Post Occupancy Evaluation, that review of those submitted would reveal if such a good proposal had been received and that she could not guess as to what motivated those who had not submitted a proposal. Deputy City Librarian Susan Hildreth noted that 30 to 35 copies of the Request For Proposals had been sent out and that an extensive advertising and outreach effort had been made to attract applicants. Ms. Minudri pointed out that this was a very specialized field that made difficult the search for a qualified team, and that she would report further when the proposals submitted had been reviewed.

Mr. Warfield asked an additional question whether the reported attendance figures reflected a stagnant number or a decline from any original projections of any growth or decline in the number of visitors (to the Main) the library had done, if the Library planned to do any study of what any decline in visitors might mean to library services.

Ms. Minudri responded that the numbers reflected a normal pattern for the period after the opening of a new facility, that being a surge of initial interest in the new building then a leveling to what becomes the normal use patterns. She noted that figures above a daily average of 5000 visits was not a cause for concern.

LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT

Library Public Relations Director Marcia Schneider described the up-coming events at the Library during November 1998. A program featuring Ben Fong Torres discussing his book The Hits Just Keep On Coming in conversation with former KFRC Radio disk jockey "Dr. Don" Rose about top 40 radio was discussed. Ms. Schneider noted the opening of the 26th Annual Hand Book Binders of California Exhibition on November 5, 1998 with a reception beginning at 6PM. Ms. Schneider called attention to the Second Annual Literary Quiz Show moderated by Mr. Howard Junker of Zyzzyva Magazine beginning at 7PM on November 5th. The Director of Public Affairs also described a lecture and slide presentation, "Harvey Milk, a Personal View" by photographer Danny Nicoletta, with Bob Kelley, Curator of Harvey Milk, Sight Unseen, and the Library's Jim Van Buskirk will be presented in the Koret Auditorium at 6 to 7:30PM on November 17. She also pointed out a small exhibit located at the Library's Grove Street entrance, "Remembering Veterans Day", honoring war veterans in association with the Fine Arts Museum's Picasso, The War Years Exhibit at the California Palace of the Legion of Honor. A three film series related to World War I will also be shown in conjunction with the exhibit Ms. Schneider further noted.

Public comment: none offered

CITY ATTORNEY LITIGATION REPORT

Deputy City Attorney Adine Varah reported on a lawsuit filed on October 22, 1998 in California Superior Court by the Public Access Project, by representative Timothy Gillespie, and Mr. James Chaffee (the Petitioners) concerning allegations of violations of state and local open meetings laws by the Library Commission based on the manner in which the Library Commission listed the "City Librarian's Report" on its October 6, 1998 meeting agenda and the manner in which such report was presented at the October 6, 1998 meeting. Ms. Varah described the details of the lawsuit and the City Attorney's response on behalf of the Library Commission. She noted that the Court denied the Alternative Writ of Mandate requested by the Public Access Project and Mr. Chaffee. Ms. Varah stated that the Library, represented by the City Attorney's office, took the position the October 6, 1998 meeting was conducted in accordance with applicable laws and argued that the Alternative Writ requested by the Petitioners was unnecessary since the Library, well in advance of the filing of the action, and regardless of whether it was legally required to do so, had taken steps to address the concerns underlying the petitioners request for a Writ of Mandamus. Specifically, the Library had already decided to make various adjustments to the Library's then existing practice regarding the listing and presentation of the City Librarian's Report. Ms. Varah indicated that the Library also argued that the Writ was unnecessary because the Writ requested by the petitioners merely instructed the Library Commission to conduct its meetings in accordance applicable open meeting laws. Ms. Varah then stated that, based on these arguments, the Court then denied Public Access Project and Mr. Chaffee's petition for an Alternative Writ of Mandamus without prejudice.

In response to a question and discussion by Commissioner Coulter regarding the Public Access Project, Mr. Chaffee and the issues involved in the lawsuit, the Deputy City Attorney suggested that the Commissioner might wish to calendar discussion of these matters for discussion at a future meeting. She further explained to Commissioners Coulter and Chin that in her view discussion of this report, which was intended for informational purposes only, should be limited to inquiries from the Library Commission designed to enable it to decide whether to calendar the matter for discussion/and or action at a future meeting. In response to a question by Commissioner Steiman regarding the changes in agenda format now currently in use by the Commission, Ms. Varah noted some of the changes the Library had decided to make in the agenda listing and presentation of the "City Librarian's Report." She again suggested that discussion of the issues underlying or incidental to the lawsuit beyond inquiries designed to enable the Commissioners to decide whether to calendar a matter for discussion/and or action at a future meeting should be calendared for discussion at a future meeting. The Deputy City Attorney offered to provide more detailed advice to the Commission regarding distinctions between report and discussion and/or action items. Commissioner Chin suggested that as the issue was not an action item, questions and discussion should be allowed. President Higueras inquired regarding how the Commission should best resolve this question so as to allow discussion. Commissioner Steiman asked if the resolution of this case resolved questions concerning the issue of a requirement for public comment after every agenda item. The Deputy City Attorney stated that the Court did not need to reach or address such issues since it found the issuance of the Alternative Writ of Mandamus unnecessary. She also recommended that the Library continue to follow its newly selected format for listing the City Librarian's Report. Commissioner Llorente expressed frustration with getting a clear ruling as to the circumstances by which the Commissioners would be allowed to discuss items The Deputy City Attorney suggested that the Commissioner might wish to calendar a discussion regarding the rules governing the Commission's ability to discuss any item on the agenda as a discussion/and or action item for a future meeting. After further dialogue with Ms. Varah, President Higueras directed that future agenda items be drafted in a manner to allow full discussion by the Commission of items on its meeting agenda. He further noted that it was his view that public comment should be taken after a substantive report by staff is offered. Commissioner Coulter expressed concern at the confusion existing between allowable discussion and the need for items on the agenda to be ACTION items.

Public comment: Mr. Peter Warfield expressed appreciation for increased detail in the Minutes, supported the view that public comment be allowed on multi-part reports as Commissioners are allowed to discuss portions of them, and inquired regarding what act is permitted or required of the Commission in connection with the lawsuit. An anonymous member of the public expressed appreciation for the City Attorney's report on the lawsuit, noting that the petitioners concerns had been pre-empted by the Library's action. The anonymous member of the public further noted that instead of a report "Chaffee lost another one", the City Attorney's report reflected that the Commission had recognized that the petitioners' concerns were sufficiently significant to change its procedures, making a meaningful response. The anonymous member of the public additionally noted that the Deputy City Attorney had perhaps mistakenly acted to limit Commissioner's comments about an issue on the agenda which may have been properly discussed as being related to the agenda topic.

The City Attorney indicated that the court had not required the Commission to do anything as the result of the lawsuit. She noted that the court denied the Alternative Writ based on the Library's arguments that such Writ was unnecessary and therefore did not need to address the issue of whether the Library Commission had violated any state or local public meeting laws.

MISSION BRANCH RENOVATION

Mr. Roger Wong, Department of Public Works on the progress of the Mission Branch Library Renovation project during the past month. This report (copy attached) describes recent work done at the Mission Branch. Mr. Wong announced that the project was 78% completed. Mr. Wong described specific details of the construction work done. He noted that the project remained on schedule as revised with completion anticipated on February 8, 1999. He reported no new change orders beyond the $14,000.14. previously reported to the Commission. Commissioners Llorente and Steiman expressed appreciation at the continued progress on the project. Commissioner Chin suggested that Mr. Wong's future reports be moved higher in the agenda so that he would not have to wait to give his reports.

Public comment: none offered

1999 COMMISSION MEETING SCHEDULE

The Commission Secretary presented and described a proposed meeting schedule (copy attached) for 1999. Commissioner Steiman requested that the day (Tuesday or Thursday) be noted on a printed calendar available to the public.

MOTION: Commissioner Chin moved adoption of the proposed calendar, seconded by Commissioner Llorente.

Public comment: none offered

ACTION: APPROVED Aye 5-0 (Chin, Coulter, Higueras, Llorente, and Steiman)

LABOR UNION REPORT: No report.

NEW BUSINESS: Commissioner Coulter inquired regarding the need to take up a search effort for the position of City Librarian and was informed that there was no current need to do so. Commissioner Coulter additionally inquired concerning any legal efforts the Commission might undertake to identify groups and develop legal options to provide themselves and the public with information concerning those filing lawsuits against the Library.

The Deputy City Attorney proposed to research Commission Coulter's quest for a future agenda item.

Public comment: none offered

PUBLIC COMMENT: An anonymous member of the public called attention to a copy of a statement regarding the Fuhrman Fund made at a previous Commission Meeting by the Commission Secretary outlining some of the complexities involved in the Commission's role as Trustees of the Fund. The anonymous member of the public cited these comments as being in contrast to positions taken by previous Library officials regarding concerns with management of the fund expressed by members of the public. The anonymous member of the public noted that those raising such concerns had been termed "18th Century Luddites" among other labels. The anonymous member of the public's point being that respect is given when this kind of report is presented by the Commission Secretary and when offered by members of the public concerns were dismissed. Mr. Peter Warfield noted that he was not a party in the lawsuit filed against the Commission regarding its October 6, 1998 Meeting, but had attended that meeting and that it had to do with the ability of the public to participate in the Commission's discussions, that members of the public cannot participate if they do not know that a topic will come up as it is not on the agenda, and that the public's right to participate is limited when the President declines to allow public comment as inappropriate when Commissioners are discussing an item. Mr. Warfield expressed a belief that members of the public have a right to participate in the Commission's discussions, that the Sunshine law and Brown Act mandate requirements for notice so that particular members of public knowing that a subject is to be addressed can choose to participate, and that open government laws refer to the ability of members of the public to participate Commission discussions. He expressed his appreciation to President Higueras that future agendas will have more detail in description of matters to be discussed and that the public will be allowed to comment on multi-part items as each item is addressed rather than being asked to wait until the end of the entire agenda item.

Commissioner Steiman left the meeting at 7:01PM

ADJOURNMENT

MOTION: Commissioner Llorente, seconded by Commissioner Coulter moved to adjourn the meeting.

ACTION: APPROVED Aye 4-0 (Chin, Coulter, Higueras, and Llorente)

The meeting was declared adjourned at 7:10PM

Michael Housh, Library Commission Secretary 11/18/98

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Wednesday, November 4, 1998

(Approved as revised 11/19/98)

The San Francisco Public Library Commission held its regular meeting on Wednesday, November 4, 1998 in the Community Room of the Presidio Branch Library.

The meeting was called to order at 5:44 PM by President Charles Higueras
The following members were noted present: President Higueras and Commissioners Chin, Llorente, and Steiman. Commissioner Coulter joined the meeting at 5:55PM. Commissioner Streets was noted excused attendance.

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APPROVAL OF MINUTES of the regular meeting of October 22, 1998.

Commissioner Steiman requested a correction of her inquiry reported in the first paragraph of the City Librarian's Report on page three to read, "Commissioner Steiman asked if the subject specialists who will review culled books will be able to review the books that were culled when we moved to the new Main Library." Ms. Minudri answered, "Yes."

MOTION: approval of the Minutes of October 22, 1998 as revised was moved by Commissioner Llorente, seconded by Commissioner Chin.

Public Comment: An anonymous member of the public expressed approval of changes in recording the Minutes as suggested by members of the public and addressed two further matters. Firstly, the anonymous member of the public noted the importance of separating inconsequential from the essential by calling attention to a request by President Higueras not discussed in the Minutes for more frequent reports by the City Librarian on Library Audit issues as they are resolved without waiting for a summary report in six months as requested by Commissioner Llorente. Secondly, it was observed that an anonymous member of the public's discussion of themes and concepts in an address by author Toni Morrison in Public Comment was a quotation from Ms. Morrison and was described as laying the groundwork for future comments. Mr. Peter Warfield expressed approval of inclusion of responses to questions by members of the public in the Minutes and expressed support for inclusion of details of questions as well. He further noted that in public comment on approval of the October 22nd Minutes on page one that a discussion concerning the Commission's Policy on reporting of the Minutes between the Commission Secretary, the President Higueras, and himself was not reported. Mr. Warfield challenged the accuracy of the Minutes report of President Higueras request that, "where possible, brief responses made by Commissioners to questions raised by members of the public when giving public comment be also reported" stating that this description did not reflect what the Commission President had said. Mr. Warfield also asked correction of Ms. Minudri's reported remarks on Library Audit item 7 on page three, line 2 paragraph two, "described the migration process to DRA Web2", saying she did not outline such a process. Mr. Warfield also noted in his comments in public comment regarding the City Librarian's remarks related to Library Audit item 7 should reflect that his questions about costs were separate from a suggestion regarding possible catalog improvements.

Civic Center
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ACTION: APPROVED Aye 5-0 (Chin, Coulter, Higueras, Llorente, and Steiman)

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian introduced the new Chief of the Branches Donna Corbiel and of the Main Library Ned Himmel. The City Librarian, Ms. Minudri reported that the Library had received two proposals to conduct the Post Occupancy review of the Main Library. Ms. Minudri informed the Commissioners that the evaluation group was being put together and would bring recommendations to the Commission for their approval. She reported on recent Main Library statistics as averaging 5250 visits per day, with visits for all purposes averaging 5578 per day. Ms. Minudri discussed the attendance at the Through my Father's Eyes" photography exhibit as having 1734 visitors during October. She outlined the process planned to re-carpet the Main over a six month period beginning in January 1999. In response to a question by Commission President Higueras for Deputy City Librarian Susan Hildreth regarding the time frame and process for selecting a candidate to conduct the Post Occupancy Evaluation of the Main Library, Deputy City Attorney Adine Varah rose to suggest that such a discussion by Commissioners would be more appropriately addressed after being calendared for discussion at a future meeting.

Public comment: Mr. Peter Warfield asked why only two proposals were received to conduct the Post Occupancy Evaluation of the Main Library, whether this fact concerned the City Librarian, and if the terms of the request for proposals might be amended so that more might participate.

Ms. Minduri noted only one good proposal was needed to do the Post Occupancy Evaluation, that review of those submitted would reveal if such a good proposal had been received and that she could not guess as to what motivated those who had not submitted a proposal. Deputy City Librarian Susan Hildreth noted that 30 to 35 copies of the Request For Proposals had been sent out and that an extensive advertising and outreach effort had been made to attract applicants. Ms. Minudri pointed out that this was a very specialized field that made difficult the search for a qualified team, and that she would report further when the proposals submitted had been reviewed.

Mr. Warfield asked an additional question whether the reported attendance figures reflected a stagnant number or a decline from any original projections of any growth or decline in the number of visitors (to the Main) the library had done, if the Library planned to do any study of what any decline in visitors might mean to library services.

Ms. Minudri responded that the numbers reflected a normal pattern for the period after the opening of a new facility, that being a surge of initial interest in the new building then a leveling to what becomes the normal use patterns. She noted that figures above a daily average of 5000 visits was not a cause for concern.

LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT

Library Public Relations Director Marcia Schneider described the up-coming events at the Library during November 1998. A program featuring Ben Fong Torres discussing his book The Hits Just Keep On Coming in conversation with former KFRC Radio disk jockey "Dr. Don" Rose about top 40 radio was discussed. Ms. Schneider noted the opening of the 26th Annual Hand Book Binders of California Exhibition on November 5, 1998 with a reception beginning at 6PM. Ms. Schneider called attention to the Second Annual Literary Quiz Show moderated by Mr. Howard Junker of Zyzzyva Magazine beginning at 7PM on November 5th. The Director of Public Affairs also described a lecture and slide presentation, "Harvey Milk, a Personal View" by photographer Danny Nicoletta, with Bob Kelley, Curator of Harvey Milk, Sight Unseen, and the Library's Jim Van Buskirk will be presented in the Koret Auditorium at 6 to 7:30PM on November 17. She also pointed out a small exhibit located at the Library's Grove Street entrance, "Remembering Veterans Day", honoring war veterans in association with the Fine Arts Museum's Picasso, The War Years Exhibit at the California Palace of the Legion of Honor. A three film series related to World War I will also be shown in conjunction with the exhibit Ms. Schneider further noted.

Public comment: none offered

CITY ATTORNEY LITIGATION REPORT

Deputy City Attorney Adine Varah reported on a lawsuit filed on October 22, 1998 in California Superior Court by the Public Access Project, by representative Timothy Gillespie, and Mr. James Chaffee (the Petitioners) concerning allegations of violations of state and local open meetings laws by the Library Commission based on the manner in which the Library Commission listed the "City Librarian's Report" on its October 6, 1998 meeting agenda and the manner in which such report was presented at the October 6, 1998 meeting. Ms. Varah described the details of the lawsuit and the City Attorney's response on behalf of the Library Commission. She noted that the Court denied the Alternative Writ of Mandate requested by the Public Access Project and Mr. Chaffee. Ms. Varah stated that the Library, represented by the City Attorney's office, took the position the October 6, 1998 meeting was conducted in accordance with applicable laws and argued that the Alternative Writ requested by the Petitioners was unnecessary since the Library, well in advance of the filing of the action, and regardless of whether it was legally required to do so, had taken steps to address the concerns underlying the petitioners request for a Writ of Mandamus. Specifically, the Library had already decided to make various adjustments to the Library's then existing practice regarding the listing and presentation of the City Librarian's Report. Ms. Varah indicated that the Library also argued that the Writ was unnecessary because the Writ requested by the petitioners merely instructed the Library Commission to conduct its meetings in accordance applicable open meeting laws. Ms. Varah then stated that, based on these arguments, the Court then denied Public Access Project and Mr. Chaffee's petition for an Alternative Writ of Mandamus without prejudice.

In response to a question and discussion by Commissioner Coulter regarding the Public Access Project, Mr. Chaffee and the issues involved in the lawsuit, the Deputy City Attorney suggested that the Commissioner might wish to calendar discussion of these matters for discussion at a future meeting. She further explained to Commissioners Coulter and Chin that in her view discussion of this report, which was intended for informational purposes only, should be limited to inquiries from the Library Commission designed to enable it to decide whether to calendar the matter for discussion/and or action at a future meeting. In response to a question by Commissioner Steiman regarding the changes in agenda format now currently in use by the Commission, Ms. Varah noted some of the changes the Library had decided to make in the agenda listing and presentation of the "City Librarian's Report." She again suggested that discussion of the issues underlying or incidental to the lawsuit beyond inquiries designed to enable the Commissioners to decide whether to calendar a matter for discussion/and or action at a future meeting should be calendared for discussion at a future meeting. The Deputy City Attorney offered to provide more detailed advice to the Commission regarding distinctions between report and discussion and/or action items. Commissioner Chin suggested that as the issue was not an action item, questions and discussion should be allowed. President Higueras inquired regarding how the Commission should best resolve this question so as to allow discussion. Commissioner Steiman asked if the resolution of this case resolved questions concerning the issue of a requirement for public comment after every agenda item. The Deputy City Attorney stated that the Court did not need to reach or address such issues since it found the issuance of the Alternative Writ of Mandamus unnecessary. She also recommended that the Library continue to follow its newly selected format for listing the City Librarian's Report. Commissioner Llorente expressed frustration with getting a clear ruling as to the circumstances by which the Commissioners would be allowed to discuss items. The Deputy City Attorney suggested that the Commissioner might wish to calendar a discussion regarding the rules governing the Commission's ability to discuss any item on the agenda as a discussion/and or action item for a future meeting. After further dialogue with Ms. Varah, President Higueras directed that future agenda items be drafted in a manner to allow full discussion by the Commission of items on its meeting agenda. He further noted that it was his view that public comment should be taken after a substantive report by staff is offered. Commissioner Coulter expressed concern at the confusion existing between allowable discussion and the need for items on the agenda to be ACTION items.

Public comment: Mr. Peter Warfield expressed appreciation for increased detail in the Minutes, supported the view that public comment be allowed on multi-part reports as Commissioners are allowed to discuss portions of them, and inquired regarding what act is permitted or required of the Commission in connection with the lawsuit. An anonymous member of the public expressed appreciation for the City Attorney's report on the lawsuit, noting that the petitioners concerns had been pre-empted by the Library's action. The anonymous member of the public further noted that instead of a report "Chaffee lost another one", the City Attorney's report reflected that the Commission had recognized that the petitioners' concerns were sufficiently significant to change its procedures, making a meaningful response. The anonymous member of the public additionally noted that the Deputy City Attorney had perhaps mistakenly acted to limit Commissioner's comments about an issue on the agenda which may have been properly discussed as being related to the agenda topic.

The City Attorney indicated that the court had not required the Commission to do anything as the result of the lawsuit. She noted that the court denied the Alternative Writ based on the Library's arguments that such Writ was unnecessary and therefore did not need to address the issue of whether the Library Commission had violated any state or local public meeting laws.

MISSION BRANCH RENOVATION

Mr. Roger Wong, Department of Public Works on the progress of the Mission Branch Library Renovation project during the past month. This report (copy attached) describes recent work done at the Mission Branch. Mr. Wong announced that the project was 78% completed. Mr. Wong described specific details of the construction work done. He noted that the project remained on schedule as revised with completion anticipated on February 8, 1999. He reported no new change orders beyond the $14,000.14. previously reported to the Commission. Commissioners Llorente and Steiman expressed appreciation at the continued progress on the project. Commissioner Chin suggested that Mr. Wong's future reports be moved higher in the agenda so that he would not have to wait to give his reports.

Public comment: none offered

1999 COMMISSION MEETING SCHEDULE

The Commission Secretary presented and described a proposed meeting schedule (copy attached) for 1999. Commissioner Steiman requested that the day (Tuesday or Thursday) be noted on a printed calendar available to the public.

MOTION: Commissioner Chin moved adoption of the proposed calendar, seconded by Commissioner Llorente.

Public comment: none offered

ACTION: APPROVED Aye 5-0 (Chin, Coulter, Higueras, Llorente, and Steiman)

LABOR UNION REPORT: No report.

NEW BUSINESS: Commissioner Coulter inquired regarding the need to take up a search effort for the position of City Librarian and was informed that there was no current need to do so. Commissioner Coulter additionally inquired concerning any legal efforts the Commission might undertake to identify groups and develop legal options to provide themselves and the public with information concerning those filing lawsuits against the Library.

The Deputy City Attorney proposed to research Commission Coulter's quest for a future agenda item.

Public comment: none offered

PUBLIC COMMENT: An anonymous member of the public called attention to a copy of a statement regarding the Fuhrman Fund made at a previous Commission Meeting by the Commission Secretary outlining some of the complexities involved in the Commission's role as Trustees of the Fund. The anonymous member of the public cited these comments as being in contrast to positions taken by previous Library officials regarding concerns with management of the fund expressed by members of the public. The anonymous member of the public noted that those raising such concerns had been termed "18th Century Luddites" among other labels. The anonymous member of the public's point being that respect is given when this kind of report is presented by the Commission Secretary and when offered by members of the public concerns were dismissed. Mr. Peter Warfield noted that he was not a party in the lawsuit filed against the Commission regarding its October 6, 1998 Meeting, but had attended that meeting and that it had to do with the ability of the public to participate in the Commission's discussions, that members of the public cannot participate if they do not know that a topic will come up as it is not on the agenda, and that the public's right to participate is limited when the President declines to allow public comment as inappropriate when Commissioners are discussing an item. Mr. Warfield expressed a belief that members of the public have a right to participate in the Commission's discussions, that the Sunshine law and Brown Act mandate requirements for notice so that particular members of public knowing that a subject is to be addressed can choose to participate, and that open government laws refer to the ability of members of the public to participate Commission discussions. He expressed his appreciation to President Higueras that future agendas will have more detail in description of matters to be discussed and that the public will be allowed to comment on multi-part items as each item is addressed rather than being asked to wait until the end of the entire agenda item.

Commissioner Steiman left the meeting at 7:01PM

ADJOURNMENT

MOTION: Commissioner Llorente, seconded by Commissioner Coulter moved to adjourn the meeting.

ACTION: APPROVED Aye 4-0 (Chin, Coulter, Higueras, and Llorente)

The meeting was declared adjourned at 7:10PM

Michael Housh, Library Commission Secretary 11/19/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

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NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, November 19, 1998**

TIME: **5:30 PM**

PLACE: **Koret Auditorium**
Main Library, Civic Center

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The meeting will be called to order

AGENDA:

1. **APPROVAL OF THE MINUTES**
Presentation of, discussion of, and possible action to approve the minutes of the regular Commission meeting of November 4, 1998. **ACTION**

2. **FY1999-2000 PROPOSED LIBRARY BUDGET UPDATE**
Presentation and discussion of the development of a proposed FY1999-2000 Library Budget.

3, **LIBRARY BOOK BUDGET RETROSPECTIVE REVIEW**
Presentation and discussion of a retrospective review of previous Library book and materials budgets.

4. **LIBRARY RECORDS MANAGEMENT & RETENTION POLICY UPDATE**
Presentation and discussion of a review of the initial workings of the Library's Records Retention Policy.

5. **DECEMBER COMMISSION MEETING HIATUS** **ACTION**
Presentation of, discussion of, and possible action to approve cancellation of the scheduled December 17, 1998 Commission Meeting.

6. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **ADJOURNMENT** (requires motion and public comment) **ACTION**

11/12/98 - M.Housh, Commission Secretary

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

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San Francisco Public Library

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, November 19, 1998

The San Francisco Public Library Commission held its regular meeting on Thursday, November 19, 1998 in the Koret Auditorium, lower level, Main Library.

The meeting was called to order at 5:40 PM by Commissioner Llorente
The following members were noted present: Commissioners Agnos, Coulter Llorente, and Steiman. Commissioners Higueras and Streets were noted excused.

Commission Vice President Fran Streets joined the meeting at 5:48PM

APPROVAL OF MINUTES of the regular meeting of November 19, 1998.

MOTION: approval of the Minutes of November 19, 1998 as revised was moved by Commissioner Coulter, seconded by Commissioner Steiman.

Commissioner Steiman noted her motion seconding approval of the Minutes was with reservations. She expressed concern that excessive reporting of details in the Minutes was becoming ponderous and straying from the Commission's policy that the Minutes should be a summary rather than verbatim report of a meeting. Commissioner Llorente noted that corrections of reports in the minutes should be made by the person reported as taking an action or making a statement rather than someone else's interpretation of what occurred. Commissioner Coulter observed that the Minutes were straying beyond the standards set in the Commission Policy on its meeting minutes and that better use could be made of the Secretary's time on other projects. Commissioner Agnos requested that the Commission Secretary return to the standards set in the Commission Policy when reporting official Minutes.

Public Comment: An anonymous member of the public discussed past issues and concerns with the reporting and approval of the Minutes. Mr. Peter Warfield inquired concerning revisions made in the draft Minutes and stated that his comments reported under public comment on the approval of the Minutes of October 22, 1998 did not accurately reflect his concerns, or his intent in remarks concerning a reported DRA Web2 migration process.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Llorente, Steiman, and Streets)

FY1999-2000 PROPOSED LIBRARY BUDGET UPDATE

Mr. George Nichols, Library presented and discussed a preliminary report (copy attached) for a proposed FY 1999-2000 Library Budget. He outlined the proposed budget based on projections of anticipated revenues available from a variety of sources to fund Library operations. The Finance Director observed that this proposed budget was guided by the three identified strategic goals, collection development, improving service to the

Civic Center
San Francisco, California 94102

San Francisco Public Library Commission Policy Manual

Patron Conduct Policy — Policy #301
Section: Community Relations
Adopted: Dec '90
Revised

It is the policy of the San Francisco Public Library Commission that the following activities are PROHIBITED in the Library:

1. Smoking,
2. Sleeping;
3. Eating or drinking;
4. Disturbing or annoying another person by loud/or unreasonable noise
5. Obstructing, molesting, or interfere with any person's comfort or use of the library;
6. Fighting or challenging to fight, or using offensive words inherently likely to provoke violence;
7. Willfully or lewdly exposing one's private parts;
8. Ingesting alcohol or entering the library under the influence of intoxicating liquor in such condition that one is unable to exercise care for one's own safety or the safety of others;
9. Maliciously cutting, tearing, defacing, breaking, or injuring and book or library property;
10. Leaving children under the age of 6 unattended by a parent, guardian, or other authorized person;
11. Soliciting or engaging in any act of prostitution including lewd acts between persons;
12. Begging;
13. Peddling goods, wares, or merchandise, or any article, material or substance;
14. Bringing animals into the library, except guide dogs for the blind or deaf;

Persons who commit prohibited acts may be subject to arrest or excluded from the library.

All patrons must leave the library premises at closing time. Escorts, rides, etc are the sole responsibility of the patron or parent, guardian, or other authorized person. Patrons who need assistance to return home, such as minors or disabled adults, and who remain in the library after closing time, may be referred to the local police in order to insure their safety.

These rules have been formulated with the cooperation of the San Francisco City Attorney's Office.

public, and maintaining Library infrastructure, adopted by the Commission. He noted in total the projected budget proposes a \$3.3 million or 8% budget increase over baseline; but only 1.2% greater than all of the funds - including overtime moneys - appropriated to the Library in the current fiscal year. There was discussion of the various details of the projected budget highlighting the one time budget items in this year's budget and projected increases in staffing. Mr. Nichols outlined the revenue assumptions including those from Prop E., General Fund, grants and bequests, and the Fuhrman Fund on which the proposal was based. Acronyms used in the report were explained following a question by Commissioner Steiman. Responding to an inquiry by Commissioner Llorente, Mr. Nichols noted that it was possible that the Mayor could provide additional moneys beyond those required. He confirmed for Commissioner Agnos that all moneys set aside for specific projects were either fully expended or are carried over into the proposed budget. Mr. Nichols further outlined suggested priority budget change proposals based on urgency of need and availability of funds. The individual items were described.

The City Librarian discussed some specific items in the report: Training Center needs, Retrospective Collections and Gifts Cataloguing and Inventory, and the proposed management staff travel budget. Ms. Minudri committed to Vice President Streets to present the Commission with a detailed report on a proposed balanced budget several weeks prior to the Commission's action to approve the budget at the 2nd Commission meeting in January 1999. She described on-going online catalogue improvements and support for affinity group affiliated Library centers and the blind and print handicapped as included with the proposed budget. The City Librarian reported at least one full time librarian in every branch Library. In response to Commission Vice President Streets, the City Librarian noted at the needs of all affinity groups would be considered in the proposed budget.

Public comment: Mr. Peter Warfield expressed confusion as to what funds the proposed FY 1999-2000 Budget Report represented and inquired as to the meaning of some items listed in the report. Ms. Detje Boler asked concerning security gates mentioned in the report regarding the electro-magnetic fields they generate and the disturbing noise they produce.

LIBRARY BOOK BUDGET RETROSPECTIVE REVIEW

Mr. Nichols presented a four year (1995-1999) review of Library book expenditures (copy attached) as requested by the Commission. Mr. Nichols discussed the challenges he encountered during his research process and identified information resources used in compiling this data. He pointed out apparent inconsistencies in the reported data, but suggested that the reports of total funds for each year provide the clearest profile of shifts in expenditure patterns. He discussed a significant shift of funds from book and materials budgets to cover shortfalls in personnel costs that occurred between FY 95/96 and 96/97. He confirmed to Commissioner Llorente that a permanent reduction in book and materials expenditures had resulted from these internal funding shifts. He identified the sources of miscellaneous book and materials funds as a bequest and state library grants for this year. Vice President Streets emphasized the importance of this report in addressing the Commission's and public concern that funding for the collection be brought up to an appropriate level for a library with our service needs. The City Librarian explained that more funding will be needed to raise the Library above its current minimal level of funding of its collections. Mr. Nichols assured Commissioner Llorente that constant vigilance would be exercised in monitoring expenditures to remain within budgeted limits.

Public comment: An anonymous member of the public expressed gratitude for Vice President Streets' mention of the unauthorized shifting of budgeted book funds to other purposes and described a background of controversy concerning this matter. Mr. Andre Spearman representing Services Employees Union, Local 790 inquired concerning periodical expenditures and about the identity of database expenditures mentioned in the report. Ms. Detje Boler expressed appreciation for the discussion of the book funds shift, concern at the appropriateness of using Library Preservation Fund moneys for databases, and asked for a further budget breakdown between books and materials described in the report. Mr. Peter Warfield expressed his appreciation for the report, for the City Librarian's mention of the relative paucity of our book budget, and inquired concerning the meaning of acronyms and descriptions used in the report.

Mr. Nichols identified some database expenditures as subscription online services.

Vice President Streets expressed the Commission's appreciation to Mr. Nichols, his staff and the City Librarian for this readily understandable, thorough, and complete report.

LIBRARY RECORDS MANAGEMENT & RETENTION POLICY UPDATE

City Librarian Regina Minudri reported, in accordance with Commissioner Llorente's request when the policy was adopted, that no problems had developed during the initial phase of use of the Library's Records Management and Retention Policy. Ms. Minudri noted that the processing and review for retention or disposal of Library business records was proceeding normally as an on-going clerical process. She particularly emphasized that while books in the Library's collections were included among the materials covered in this standard records management policy, that its operations had had no effect whatever on the Library's book retention or de-selection processes.

Public comment: Ms. Detje Boler expressed concern with the policy's impact on the Library's book collections and if there would be a report on books withdrawn. An anonymous member of the public expressed his belief that the reason for this follow up report was to identify what books were discarded under this policy and what impact the policy has had. Mr. Peter Warfield expressed concern with possible impact of this policy on books stored in Brooks Hall and that as books are included in this policy, about the availability of statistics concerning discards.

Commissioner Steiman expressed her wish not to receive any formal report to the Commission on retention or disposal of the routine business documents covered by this policy.

City Librarian Regina Minudri again emphasized that while books in the Library's collections were included among the materials covered in this standard records management policy, that its operations had had no effect whatever on the Library's book retention or de-selection processes.

CANCELLATION OF DECEMBER 17, 1998 COMMISSION MEETING

MOTION: Commissioner Coulter moved cancellation of the scheduled December 17, 1998 Commission meeting. He was seconded by Commissioner Steiman.

Public comment: An anonymous member of the public expressed reasons for approbation of this proposal.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Llorente, Steiman, and Streets)

LABOR UNION REPORT: Mr. Andre Spearman of Service Employees Union, Local 790 rose to call the Commission's attention to issues of concern to the Library employees he represents. He described reported problems with re-shelving materials and urged review of this situation. Mr. Spearman suggested consideration that all full time equivalent (FTE) positions proposed in the budget be reported by employee classification to separate "worker bees" from manager positions. He also noted that Library union members would like to present alternative budget priority proposals to the Commission of its consideration when adopting the 1999-2000 Library budget. He also suggested consideration of monthly reporting of budgeted revenue expenditures to facilitate any needed adjustments. Mr. Spearman observed that previous budgetary problems might have been avoided through such an approach. The Local 790 representative also urged consideration of allowing pages' hours be increased to 20 per week so as to make them eligible for employee benefits. He also expressed his hope that the Commission consider doing the cataloging work contracted to AIM with in-house staff. He requested that he be included on the Commission mailings list.

Several Commissioners expressed thoughts on Mr. Spearman's proposals leading the Commission Secretary to suggest such matters be more appropriately calendared for future discussion. Commissioner Coulter expressed appreciation for Mr. Spearman 's raising the issue of shelving delays.

Public comment: none offered

NEW BUSINESS: Commissioner Steiman requested that that a review of the 1999 Commission meeting schedule be calendared for an early 1999 meeting.

Public comment: Mr. Peter Warfield and an anonymous member of the public were ruled out of order by a ruling of the Parliamentarian when seeking to offer comments unrelated to the New Business item.

PUBLIC COMMENT: : Mr. Andre Spearman of Service Employees Union, Local 790 commended the Library for hosting the exhibit on the elimination of slavery. An anonymous member of the public discussed his views concerning the City Attorney's Litigation Report at the November 4, 1998 meeting and the Commission's perceived response to the report. Mr. Peter Warfield expressed appreciation concerning the clarification of the appropriate agenda item for members of the public to suggest agenda items, discussed a proposed migration to a DRA Web2 online system and information concerning features of that system. A representative of the "Friends of the Library" called attention to an upcoming weekend fundraising effort by Mission District businesses to support the renovated Mission Branch Library and a "Friends" book sale. Ms. Detje Boler suggested calendaring a report to the Commission on the proposed wiring of six branch libraries for additional computer access and a report on Library policy concerning retention of computer records on de-selected books.

ADJOURNMENT

MOTION: Commissioner Steiman, seconded by Commissioner Coulter moved to adjourn the meeting.

ACTION: APPROVED Aye 4-0 (Chin, Coulter, Higueras, and Llorente)

The meeting was declared adjourned at 7:38PM

Michael Housh, Library Commission Secretary 11/23/98

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, November 19, 1998 (As approved 12/1/98)

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The meeting was called to order at 5:40 PM by Commissioner Llorente
The following members were noted present: Commissioners Agnos, Coulter Llorente, and Steiman. Commissioners Higueras and Streets were noted excused.

Commission Vice President Fran Streets joined the meeting at 5:48PM

APPROVAL OF MINUTES of the regular meeting of November 19, 1998.

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Commissioner Steiman noted her motion seconding approval of the Minutes was with reservations. She expressed concern that excessive reporting of details in the Minutes was becoming ponderous and straying from the Commission's policy that the Minutes should be a summary rather than verbatim report of a meeting. Commissioner Llorente noted that corrections of reports in the minutes should be made by the person reported as taking an action or making a statement rather than someone else's interpretation of what occurred. Commissioner Coulter observed that the Minutes were straying beyond the standards set in the Commission Policy on its meeting minutes and that better use could be made of the Secretary's time on other projects. Commissioner Agnos requested that the Commission Secretary return to the standards set in the Commission Policy when reporting official Minutes.

Public Comment: An anonymous member of the public discussed past issues and concerns with the reporting and approval of the Minutes. Mr. Peter Warfield inquired concerning revisions made in the draft mailed and those Minutes presented at the meeting He also stated that his comments reported under public comment on the approval of the Minutes of October 22, 1998 did not accurately reflect his concerns, or properly express his question about reported remarks about a "discussion" of a DRA Web2 migration process.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Llorente, Steiman, and Streets)

FY1999-2000 PROPOSED LIBRARY BUDGET UPDATE

Mr. George Nichols, Library presented and discussed a preliminary report (copy attached) for a proposed FY 1999-2000 Library Budget. He outlined the proposed budget based on projections of anticipated revenues available from a variety of sources to fund Library operations. The Finance Director observed that this proposed budget was guided by the three identified strategic goals, collection development, improving service to the

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Public comment: Mr. Peter Warfield expressed a lack of certainty as to what funds the proposed FY 1999-2000 Budget Report represented, and inquired as to the meaning of acronyms and about some items listed in the report. Ms. Detje Boler asked concerning security gates mentioned in the report regarding electro-magnetic fields they generate and the disturbing noise they produce. The City Librarian noted that security gates used in the libraries were the standard model and that anything other than very minor modifications of sound levels of the alarm were unlikely.

LIBRARY BOOK BUDGET RETROSPECTIVE REVIEW

Mr. Nichols presented a four year (1995-1999) review of Library book expenditures (copy attached) as requested by the Commission. Mr. Nichols discussed the challenges he encountered during his research process and identified information resources used in compiling this data. He pointed out apparent inconsistencies in the reported data, but suggested that the reports of total funds for each year provide the clearest profile of shifts in expenditure patterns. He discussed a significant shift of funds from book and materials budgets to cover shortfalls in personnel costs that occurred between FY 95/96 and 96/97.

He confirmed to Commissioner Llorente that a permanent reduction in book and materials expenditures had resulted from these internal funding shifts. He identified the sources of miscellaneous book and materials funds as a bequest and state library grants for this year. Vice President Streets emphasized the importance of this report in addressing the Commission's and public concern that funding for the collection be brought up to an appropriate level for a library with our service needs. The City Librarian explained that more funding will be needed to raise the Library above its current minimal level of funding of its collections. Mr. Nichols assured Commissioner Llorente that constant vigilance would be exercised in monitoring expenditures to remain within budgeted limits.

Public comment: An anonymous member of the public expressed gratitude for Vice President Streets' mention of the unauthorized shifting of budgeted book funds to other purposes and described a background of controversy concerning this matter. Mr. Andre Spearman representing Services Employees Union, Local 790 inquired concerning periodical expenditures and about the identity of database expenditures mentioned in the report. Ms. Detje Boler expressed appreciation for the discussion of the book funds shift, concern at the appropriateness of using Library Preservation Fund moneys for databases, and asked for a further budget breakdown between books and materials described in the report. Mr. Peter Warfield expressed his appreciation for the report, for the City Librarian's mention of the relative paucity of our book budget, and inquired concerning the meaning of acronyms and descriptions used in the report.

Mr. Nichols identified some database expenditures as subscription online services.

Vice President Streets expressed the Commission's appreciation to Mr. Nichols, his staff and the City Librarian for this readily understandable, thorough, and complete report.

LIBRARY RECORDS MANAGEMENT & RETENTION POLICY UPDATE

City Librarian Regina Minudri reported, in accordance with Commissioner Llorente's request when the policy was adopted, that no problems had developed during the initial phase of use of the Library's Records Management and Retention Policy. Ms. Minudri noted that the processing and review for retention or disposal of Library business records was proceeding normally as an on-going clerical process. She particularly emphasized that while books in the Library's collections were included among the materials covered in this standard records management policy, that its operations had had no effect whatever on the Library's book retention or de-selection processes.

Public comment: Ms. Detje Boler expressed concern with the policy's impact on the Library's book collections and if there would be a report on books withdrawn. An anonymous member of the public expressed his belief that the reason for this follow up report was to identify what books were discarded under this policy and what impact the policy has had. Mr. Peter Warfield expressed concern with possible impact of this policy on books stored in Brooks Hall and that as books are included in this policy, about the availability of statistics concerning discards.

Commissioner Steiman expressed her wish not to receive any formal report to the Commission on retention or disposal of the routine business documents covered by this policy.

City Librarian Regina Minudri again emphasized that while books in the Library's collections were included among the materials covered in this standard records management policy, that its operations had had no effect whatever on the Library's book retention or de-selection processes.

CANCELLATION OF DECEMBER 17, 1998 COMMISSION MEETING

MOTION: Commissioner Coulter moved cancellation of the scheduled December 17, 1998 Commission meeting. He was seconded by Commissioner Steiman.

Public comment: An anonymous member of the public expressed reasons for approbation of this proposal.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Llorente, Steiman, and Streets)

LABOR UNION REPORT: Mr. Andre Spearman of Service Employees Union, Local 790 rose to call the Commission's attention to issues of concern to the Library employees he represents. He described reported problems with re-shelving materials and urged review of this situation. Mr. Spearman suggested consideration that all full time equivalent (FTE) positions proposed in the budget be reported by employee classification to separate "worker bees" from manager positions. He also noted that Library union members would like to present alternative budget priority proposals to the Commission of its consideration when adopting the 1999-2000 Library budget. He also suggested consideration of monthly reporting of budgeted revenue expenditures to facilitate any needed adjustments. Mr. Spearman observed that previous budgetary problems might have been avoided through such an approach. The Local 790 representative also urged consideration of allowing pages' hours be increased to 20 per week so as to make them eligible for employee benefits. He also expressed his hope that the Commission consider doing the cataloging work contracted to AIM with in-house staff. He requested that he be included on the Commission mailings list.

Several Commissioners expressed thoughts on Mr. Spearman's proposals leading the Commission Secretary to suggest such matters be more appropriately calendared for future discussion. Commissioner Coulter expressed appreciation for Mr. Spearman 's raising the issue of shelving delays.

Public comment: none offered

NEW BUSINESS: Commissioner Steiman requested that that a review of the 1999 Commission meeting schedule be calendared for an early 1999 meeting.

Public comment: Mr. Peter Warfield and an anonymous member of the public were ruled out of order by Commissioner Llorente on the advice of the Parliamentarian when seeking to offer comments unrelated to the New Business item.

PUBLIC COMMENT: : Mr. Andre Spearman of Service Employees Union, Local 790 commended the Library for hosting the exhibit on the elimination of slavery. An anonymous member of the public discussed his views concerning the City Attorney's Litigation Report at the November 4, 1998 meeting and the Commission's perceived response to the report. Mr. Peter Warfield expressed appreciation concerning the clarification of the appropriate agenda item for members of the public to suggest agenda items, discussed a proposed migration to a DRA Web2 online system and information concerning features of that system. A representative of the "Friends of the Library" called attention to an upcoming weekend fundraising effort by Mission District businesses to support the renovated Mission Branch Library and a "Friends" book sale. Ms. Detje Boler suggested calendaring a report to the Commission on the proposed wiring of six branch libraries for additional computer access and a report on Library policy concerning retention of computer records on de-selected books.

ADJOURNMENT

MOTION: Commissioner Steiman, seconded by Commissioner Coulter moved to adjourn the meeting.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Llorente, Steiman, and Streets)

The meeting was declared adjourned at 7:38PM

Michael Housh, Library Commission Secretary 12/4/98

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

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NOTICE OF MEETING

ATTENTION:

A special meeting called by the Commission President will be held at 5:00 p.m. before the regular meeting. That special meeting will be for the purpose of employee evaluation closed sessions. The start of the regular meeting may be delayed. It is possible that the regular session will start later because of the special meeting. The regular session will not start before 5:30PM

The San Francisco Public Library Commission will hold special and regular meetings as follows:

DATE: **Tuesday, December 1, 1998**

TIME: **5:00 PM** **NOTE TIME CHANGE**

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order

AGENDA OF SPECIAL MEETING - PUBLIC EMPLOYEE EVALUATION

1. **PUBLIC COMMENT**

2. **CLOSED SESSION** **ACTION**

   Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of the Commission Secretary, Michael Housh's performance.

3. **OPEN SESSION**

   Pursuant to San Francisco Administrative Code Section 67.14(a), report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session. **ACTION**

3. **ADJOURNMENT** (requires motion and public comment) **ACTION**

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

WILLIE L. BROWN, JR.
Mayor

CHARLES A. HIGUERAS, A.I.A.
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
STEVEN A. COULTER
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

REGINA MINUDRI
City Librarian

MICHAEL HOUSH
Commission Secretary

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE:	**Tuesday, December 1, 1998**
TIME:	**5:30 PM**
PLACE:	**Koret Auditorium** **Main Library, lower level**

The meeting will be called to order
AGENDA:

1. **APPROVAL OF THE MINUTES**
   Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of November 19, 1998. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by City Librarian Regina Minudri
   (This item is to allow the City Librarian to report on recent Library activities and make announcements)
   This report will consist of : Library usage and visitors statistics, Web1 & Library Website improvements, a Main Library re-carpeting report, a new Ocean View Branch update, and on Mission Branch fundraising.

3. **LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT**
   (This item is to allow Library senior staff members to report on recent Library events and make announcements regarding upcoming events and community programs at the Main Library and branches)
   A report by Marcia Schneider, Director of Public Affairs, on upcoming Library programs, events, and exhibitions during December '98 and 1st quarter program & meeting room statistics.

4. **LIBRARY INTERNET POLICY** **ACTION**
   Presentation of, discussion of, and possible action to set an Internet Policy for the Library.

5. **NOMINATING COMMITTEE FOR COMMISSION OFFICERS FOR 1999** **ACTION**
   (This item is to allow the Commission President to appoint an Ad Hoc Committee of Commissioners not seeking Commission office to poll their fellow Commissioners concerning their interest in serving as a Commission Officer in 1999.)

6. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. ADJOURNMENT (requires motion and public comment) ACTION

10/23/98 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

Internet Use Policy

Introduction

To fulfill its mission of providing free and equal access to information, knowledge, independent learning and the joy of reading to our diverse community, the San Francisco Public Library provides access to the Internet.

The Internet

The Internet consists of information on a wide range of topics provided by millions of individuals and organizations around the world.

Disclaimer

Links to Internet sites can be found on the home web pages designed by the staff of the San Francisco Public Library. The Library follows its materials selection guidelines in linking other web sites to its home pages. Beyond this, the Library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Any link from the Library's web site to another web site is not an endorsement from the Library. The Library does not warrant that its web site, the server that makes it available, or any links from its site to other web sites are free of viruses or other harmful components.

User Responsibility

The Library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents. Not all information found on the Internet is accurate, complete, up-to-date, legal or philosophically acceptable to all individuals. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, or any communications sent through the Library's Internet terminals. The Library does not monitor an individual's use of the Internet; nor does the Library employ filtering software.

Access and Usage

The Library does not provide e-mail accounts to users; however, users with existing e-mail accounts may access their accounts through the Library's Internet terminals. The Library assumes no responsibility and shall have no liability for any claims or damages which result from the provision of such access to users.

As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.

Use of the Library's terminals for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The Library expects all users to comply with such laws.

The Library has developed guidelines for acceptable use of Library resources, equipment and facilities (Guidelines). In addition, the Library Commission has adopted "Rules of Conduct" for the Library (Policy # SFPL-301, 12/90). Any users of the Library's Internet terminals must follow the Library Guidelines and Rules of Conduct.

Guidelines for Use of Computer Terminals

Purpose

1. To provide all interested Library users with access to the Library catalog, various databases and Internet connections.
2. To discourage a few individuals from monopolizing computer workstations thereby hindering the ability of others to make use of these resources.
3. To provide staff with a method to modify consistently and equitably individuals' inappropriate behavior.

Application

1. Individuals may use a public workstation for a period of time (for example, thirty minutes) specified by the Branch/Floor Manager.
2. Library Staff may make exceptions to time limits when demand is light or heavy. Terminals which access only the Library catalog may be exempted from any time limit.
3. At some Library workstations, a printer is available. A Branch/Floor Manager may limit use of such stations to patrons who are ready to print. There is a charge for printing.
4. Access to the Internet or to particular kinds of activity (for example, e-mail, chat rooms, game playing) may be limited or prohibited at the discretion of a Branch/Floor Manager to allow for easier access to the Library's catalog and other databases.
5. More than one individual may use the same workstation so long as this does not disrupt others in the Library.
6. After an individual has occupied a workstation for the time limit, s/he must relinquish the workstation.
7. Users of computer workstations are expected to be alert to others who may wish to use the equipment. Individuals will lose their Library privileges if they intimidate or otherwise discourage others from exercising their right to use the computer.
8. Downloading is available at some stations. Files downloaded from the Internet may contain a virus; neither the San Francisco Public Library nor any of its vendors shall be held responsible for any loss of data, damage or liability that may occur from an individual's use of a Library computer.

Procedures

1. Any limit or sign-up requirement shall be clearly posted.
2. Any individual who violates these guidelines (for example, using a false name or signature or otherwise trying to circumvent limits) may lose his/her Library privileges.

San Francisco Public Library Commission Policy Manual

Patron Conduct Policy Policy #301
Section: Community Relations
Adopted: Dec '90
Revised

It is the policy of the San Francisco Public Library Commission that the following activities are PROHIBITED in the Library:

1. Smoking,
2. Sleeping;
3. Eating or drinking;
4. Disturbing or annoying another person by loud/or unreasonable noise
5. Obstructing, molesting, or interfere with any person's comfort or use of the library;
6. Fighting or challenging to fight, or using offensive words inherently likely to provoke violence;
7. Willfully or lewdly exposing one's private parts;
8. Ingesting alcohol or entering the library under the influence of intoxicating liquor in such condition that one is unable to exercise care for one's own safety or the safety of others;
9. Maliciously cutting, tearing, defacing, breaking, or injuring and book or library property;
10. Leaving children under the age of 6 unattended by a parent, guardian, or other authorized person;
11. Soliciting or engaging in any act of prostitution including lewd acts between persons;
12. Begging;
13. Peddling goods, wares, or merchandise, or any article, material or substance;
14. Bringing animals into the library, except guide dogs for the blind or deaf;

Persons who commit prohibited acts may be subject to arrest or excluded from the library.

All patrons must leave the library premises at closing time. Escorts, rides, etc are the sole responsibility of the patron or parent, guardian, or other authorized person. Patrons who need assistance to return home, such as minors or disabled adults, and who remain in the library after closing time, may be referred to the local police in order to insure their safety.

These rules have been formulated with the cooperation of the San Francisco City Attorney's Office.

DRAFT

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Thursday, November 19, 1998

The San Francisco Public Library Commission held its regular meeting on Thursday, November 19, 1998 in the Koret Auditorium, lower level, Main Library.

The meeting was called to order at 5:40 PM by Commissioner Llorente
The following members were noted present: Commissioners Agnos, Coulter Llorente, and Steiman. Commissioners Higueras and Streets were noted excused.
Commission Vice President Fran Streets joined the meeting at 5:48PM

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Steven A. Coulter
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

APPROVAL OF MINUTES of the regular meeting of November 19, 1998.

MOTION: approval of the Minutes of November 19, 1998 as revised was moved by Commissioner Coulter, seconded by Commissioner Steiman.

Commissioner Steiman noted her motion seconding approval of the Minutes was with reservations. She expressed concern that excessive reporting of details in the Minutes was becoming ponderous and straying from the Commission's policy that the Minutes should be a summary rather than verbatim report of a meeting. Commissioner Llorente noted that corrections of reports in the minutes should be made by the person reported as taking an action or making a statement rather than someone else's interpretation of what occurred. Commissioner Coulter observed that the Minutes were straying beyond the standards set in the Commission Policy on its meeting minutes and that better use could be made of the Secretary's time on other projects. Commissioner Agnos requested that the Commission Secretary return to the standards set in the Commission Policy when reporting official Minutes.

Public Comment: An anonymous member of the public discussed past issues and concerns with the reporting and approval of the Minutes. Mr. Peter Warfield inquired concerning revisions made in the draft Minutes and stated that his comments reported under public comment on the approval of the Minutes of October 22, 1998 did not accurately reflect his concerns, or his intent in remarks concerning a reported DRA Web2 migration process.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Llorente, Steiman, and Streets)

FY1999-2000 PROPOSED LIBRARY BUDGET UPDATE

Mr. George Nichols, Library presented and discussed a preliminary report (copy attached) for a proposed FY 1999-2000 Library Budget. He outlined the proposed budget based on projections of anticipated revenues available from a variety of sources to fund Library operations. The Finance Director observed that this proposed budget was guided by the three identified strategic goals, collection development, improving service to the public, and maintaining Library infrastructure, adopted by the Commission. He noted in total the projected budget proposes a $3.3 million or 8% budget increase over baseline; but only 1.2% greater than all of the funds - including overtime moneys - appropriated to the Library in the current fiscal year. There was discussion of the various details of the projected budget highlighting the one time budget items in this year's budget and projected increases in staffing. Mr. Nichols outlined the revenue assumptions including those from Prop E., General Fund, grants and bequests, and the Fuhrman Fund on which the proposal was based. Acronyms used in the report were explained following a question by Commissioner Steiman. Responding to an inquiry by Commissioner Llorente, Mr. Nichols noted that it was possible that the Mayor could provide additional moneys beyond those required. He confirmed for Commissioner Agnos that all moneys set aside for specific projects were either fully expended or are carried over into the proposed budget. Mr. Nichols further outlined suggested priority budget change proposals based on urgency of need and availability of funds. The individual items were described.

The City Librarian discussed some specific items in the report: Training Center needs, Retrospective Collections and Gifts Cataloguing and Inventory, and the proposed management staff travel budget. Ms. Minudri committed to Vice President Streets to present the Commission with a detailed report on a proposed balanced budget several weeks prior to the Commission's action to approve the budget at the 2nd Commission meeting in January 1999. She described on-going online catalogue improvements and support for affinity group affiliated Library centers and the blind and print handicapped as included with the proposed budget. The City Librarian reported at least one full time librarian in every branch Library. In response to Commission Vice President Streets, the City Librarian noted at the needs of all affinity groups would be considered in the proposed budget.

Public comment: Mr. Peter Warfield expressed confusion as to what funds the proposed FY 1999-2000 Budget Report represented and inquired as to the meaning of some items listed in the report. Ms. Detje Boler asked concerning security gates mentioned in the report regarding the electro-magnetic fields they generate and the disturbing noise they produce.

LIBRARY BOOK BUDGET RETROSPECTIVE REVIEW

Mr. Nichols presented a four year (1995-1999) review of Library book expenditures (copy attached) as requested by the Commission. Mr. Nichols discussed the challenges he encountered during his research process and identified information resources used in compiling this data. He pointed out apparent inconsistencies in the reported data, but suggested that the reports of total funds for each year provide the clearest profile of shifts in expenditure patterns. He discussed a significant shift of funds from book and materials budgets to cover shortfalls in personnel costs that occurred between FY 95/96 and 96/97. He confirmed to Commissioner Llorente that a permanent reduction in book and materials expenditures had resulted from these internal funding shifts. He identified the sources of miscellaneous book and materials funds as a bequest and state library grants for this year. Vice President Streets emphasized the importance of this report in addressing the Commission's and public concern that funding for the collection be brought up to an appropriate level for a library with our service needs. The City Librarian explained that more funding will be needed to raise the Library above its current minimal level of funding of its collections. Mr. Nichols assured Commissioner Llorente that constant vigilance would be exercised in monitoring expenditures to remain within budgeted limits.

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Commissioner Steiman expressed her wish not to receive any formal report to the Commission on retention or disposal of the routine business documents covered by this policy.

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CANCELLATION OF DECEMBER 17, 1998 COMMISSION MEETING

MOTION: Commissioner Coulter moved cancellation of the scheduled December 17, 1998 Commission meeting. He was seconded by Commissioner Steiman.

Public comment: An anonymous member of the public expressed reasons for approbation of this proposal.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Llorente, Steiman, and Streets)

LABOR UNION REPORT: Mr. Andre Spearman of Service Employees Union, Local 790 rose to call the Commission's attention to issues of concern to the Library employees he represents. He described reported problems with re-shelving materials and urged review of this situation. Mr. Spearman suggested consideration that all full time equivalent (FTE) positions proposed in the budget be reported by employee classification to separate "worker bees" from manager positions. He also noted that Library union members would like to present alternative budget priority proposals to the Commission of its consideration when adopting the 1999-2000 Library budget. He also suggested consideration of monthly reporting of budgeted revenue expenditures to facilitate any needed adjustments. Mr. Spearman observed that previous budgetary problems might have been avoided through such an approach. The Local 790 representative also urged consideration of allowing pages' hours be increased to 20 per week so as to make them eligible for employee benefits. He also expressed his hope that the Commission consider doing the cataloging work contracted to AIM with in-house staff. He requested that he be included on the Commission mailings list.

Several Commissioners expressed thoughts on Mr. Spearman's proposals leading the Commission Secretary to suggest such matters be more appropriately calendared for future discussion. Commissioner Coulter expressed appreciation for Mr. Spearman 's raising the issue of shelving delays.

Public comment: none offered

NEW BUSINESS: Commissioner Steiman requested that that a review of the 1999 Commission meeting schedule be calendared for an early 1999 meeting.

Public comment: Mr. Peter Warfield and an anonymous member of the public were ruled out of order by a ruling of the Parliamentarian when seeking to offer comments unrelated to the New Business item.

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ADJOURNMENT

MOTION: Commissioner Steiman, seconded by Commissioner Coulter moved to adjourn the meeting.

ACTION: APPROVED Aye 4-0 (Chin, Coulter, Higueras, and Llorente)

The meeting was declared adjourned at 7:38PM

Michael Housh, Library Commission Secretary 11/23/98

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

STATUS REPORT

Budget Development: FY 1999-2000

LIBRARY COMMISSION

November 19, 1998

1999-2000 ESTIMATED REVENUE

DRAFT

	1998-99	1999-00 Base Budget	1999-00 Policy Budget	1999-00 Total Budget	% Change from Base Budget	% Change from Appropriation
TOTAL	$44,402	$41,577	$3,341	$44,918	8.04%	1.16%
LPF	$14,602	$14,602	$489 2/	$15,091	3.35%	3.35%
MOCYF	$511	$511	$0	$511	0.00%	0.00%
Fuhrman	$325	$325	-$175 3/	$150	-53.85%	-53.85%
PLF (State Grant)	$442	$442	$481 4/	$923	108.82%	108.82%
General Fund	**$28,522**	**$25,697 1/**	**$2,546**	**$28,243**	**9.91%**	**-0.98%**
Prop E Requirement	$24,652	$24,652	$794 5/	$25,446	3.22%	3.22%
Amt. Over Prop E Requirement	$3,870	$1,045	$1,752	$2,797	-	-

1/ FY 1998-99 Appropriation less one-time appropriations ($2.5 million for Oceanview construction; $250,000 for branch roofing projects; $75,000 for Mission Library).

2/ Assumes 1.4% increase in annual revenue for FYs 1998-99 and 1999-00. Calulated on actual 97/98 revenue of $14.860 million.

3/ Assumes budgeted reduction to keep expenditures in-line with anticipated revenue (preserves principal).

4/ Assumes FY 1999-00 PLF allocation will match amount allocated in FY 1998-99.

5/ Assumes 3.2% growth in required GF allocations based on average growth of city GF appropriations between FY 92/93 and FY 98/99.

DRAFT

SUMMARY 1999-00 BUDGET REQUESTS

DRAFT

CATEGORY	FTE	BUDGET	%
[redacted]			
COLLECTION DEVELOPMENT	9.00	$1,693,637	50.69%
PUBLIC SERVICE	3.38	$369,472	11.06%
AUTOMATION SUPPORT	2.00	$530,073	15.87%
ADMINISTRATIVE SUPPORT	3.50	$247,699	7.41%
MAINTAIN THE INFRASTURCTURE	2.00	$500,000	14.97%
TOTAL PROPOSED	19.88	$3,340,882	100.00%

Base Budget	*574.65*	*$41,577,714*
Proposed Budget	*594.53*	*$44,918,596*
% Increase	*3.46%*	*8.04%*

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BUDGET PROPOSALS BY CATEGORY

DIVISION/CATEGORY	TITLE OF PROPOSED BUDGET CHANGE CONCEPT	STRAT OBJ.	PRIOR. NO.	FTE	BUDGET
Info/Rsrce Mgt.	Provide Adequate Resources for Public Use	1	1	0.00	$1,037,000
Info/Rsrce Mgt.	Collection of Overdue Materials	1	3	0.00	$9,587
Info/Rsrce Mgt.	Materials Handling & Disbursement Program	1	2	7.50	$330,338
Branches	Security Gates for Branch Libraries	1	3	0.00	$60,000
Tech Services	Retrospective Collections & Gifts Cataloging & Inventory	1	1	1.50	$256,712
TOTAL, COLLECTION DEVELOPMENT				**9.00**	**$1,693,637**
Main Library	Enhancement of Main Public Srvcs	2	1	1.50	$91,187
OCYS	Teen Services Unit	1	1	0.50	$38,267
Branches	Enhance Materials & Supplies Baseline Budget	3	4	0.00	$25,000
Branches	Establishment of FAX Network	2	2	0.00	$29,000
Branches	Small Equipment Items	3	5	0.00	$30,000
Branches	Address Ergonomic and Staff Safety	3	1	0.00	$31,250
Public Affairs	Purchase of Mini-Van	2	5	0.00	$20,000
Public Affairs	Media Production & Media Support	2	3	0.38	$41,640
Public Affairs	Signage and Graphics	2	1	1.00	$63,128
TOTAL, PUBLIC SERVICES				**3.38**	**$369,472**
Automation	Automation Srvcs Support for SFPL	1/3	1	2.00	$530,073
TOTAL, AUTOMATION SUPPORT				**2.00**	**$530,073**
Human Resources	HR Clerical Support	2,4	2	2.00	$125,047
Finance	Enhance Analytical Capability (convert 1.5 TH to Perm)	3	1	1.50	$92,422
Systemwide	Management Travel Request	3	1	0.00	$30,230
TOTAL, ADMIN SUPPORT				**3.50**	**$247,699**
Ops. & Maint.	Various staffing and Interdepartmental Work Orders, Equipment	3	3	2.00	$500,000
TOTAL, INFRASTRUCTURE				**2.00**	**$500,000**
TOTAL REQUESTED				**19.88**	**$3,340,882**
Base Budget				*574.65*	*$41,577,714*
Total Proposed				*594.53*	*$44,918,596*
% Increase				*3.46%*	*8.04%*

DRAFT

SFPL

REPORT ON BOOKS AND MATERIALS EXPENDITURES

LIBRARY COMMISSION

November 19, 1998

	ACTUAL EXPENDITURES			BUDGET
LIBRARY PRES. FUND	**1995-96**	**1996-97**	**1997-98**	**1998-99**
Books	$2,028,026	$2,337,226	$1,884,653	
Periodicals		$60,827	$634,048	
A/V Material		$54,415	$89,174	
Databases	$151	$163,351	$3,894	
Total	***$2,028,177***	***$2,615,819***	***$2,611,769***	***$3,485,213***

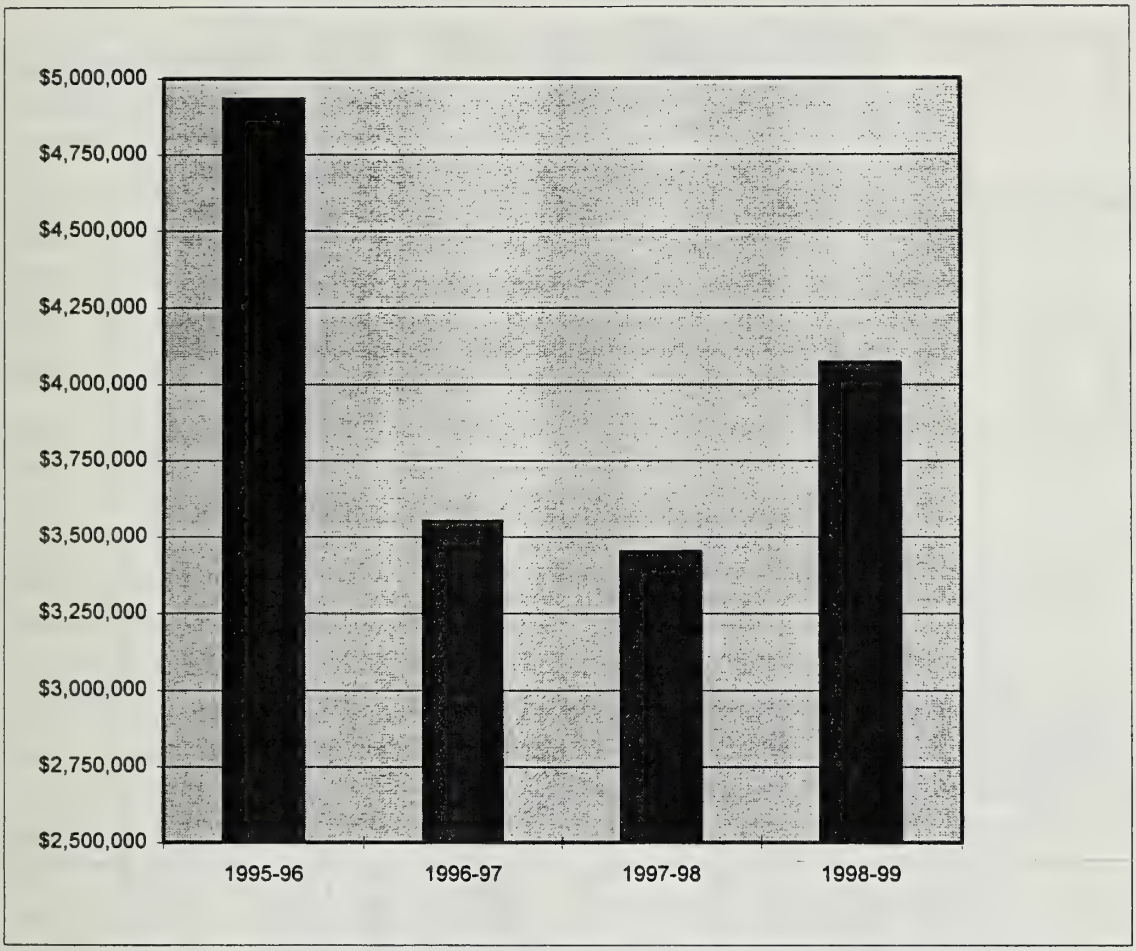
GENERAL FUND	**1995-96**	**1996-97**	**1997-98**	**1998-99**
Books	$2,509,265	$266,536	$236,074	
Periodicals		$459,066	$70,988	
A/V Material				
Databases	$0	$0	$150,356	$0
Total	***$2,509,265***	***$725,602***	***$457,418***	***$0***

FUHRMAN FUND	**1995-96**	**1996-97**	**1997-98**	**1998-99**
Books	$344,915	$157,696	$380,426	
Periodicals	$50,000	$50,000		
A/V Material				
Databases	$0	$0	$0	$0
Total	***$394,915***	***$207,696***	***$380,426***	***$150,000***

MISC. FUNDS	**1995-96**	**1996-97**	**1997-98**	**1998-99**
Books				
Periodicals				
A/V Material				
Databases	$0	$0	$0	$0
Total	***$0***	***$0***	***$0***	***$437,000***

TOTAL FUNDS	**1995-96**	**1996-97**	**1997-98**	**1998-99**
Books	$4,882,206	$2,761,458	$2,501,153	$0
Periodicals	$50,000	$569,893	$705,036	$0
A/V Material	$0	$54,415	$89,174	$0
Databases	$151	$163,351	$154,250	$0
Total	***$4,932,357***	***$3,549,117***	***$3,449,613***	***$4,072,213***

NOTE: Data from FAMIS Year-end online reports (FN=Book1).



	1995-96	1996-97	1997-98	1998-99
TOTAL EXPENDITURES	$4,932,357	$3,549,117	$3,449,613	$4,072,213
Annual Change		-28.0%	-2.8%	18.0%
Total Change		-28.0%	-30.1%	-17.4%

NOTE: Data from FAMIS Year-end online reports (FN=Book1).

FY 1998-99 BOOKS AND MATERIALS BUDGET

	BUDGETED				SUPPLEMENTAL				GRAND TOTAL
	PROP E	PROP J	FURHMAN	TOTAL	PLF	GIFTS	OTHER	TOTAL	
Fixed Costs	$1,424,327	$205,213	$0	$1,629,540	$0	$7,000	$0	$7,000	$1,636,540
Periodicals	$669,327	$15,673	$0	$685,000				$0	$685,000
Databases	$305,000			$305,000				$0	$305,000
MSO	$190,000			$190,000		$7,000		$7,000	$197,000
OCYS		$189,540		$189,540				$0	$189,540
Pre-processing	$160,000			$160,000				$0	$160,000
Acq. Contingency	$100,000	$0	$0	$100,000		$0		$0	$100,000
Discretionary	$1,855,673	$0	$325,000	$2,180,673	$250,000	$180,000	$0	$430,000	$2,610,673
Main (Subtotal)	$838,762	$0	$150,000	$988,762	$112,000	$60,000	$0	$172,000	$1,160,762
Books and other materials	$438,762			$438,762	$72,000	$60,000	$0	$132,000	$570,762
Standing Orders and Bus. Srvcs.	$400,000		$150,000	$550,000	$40,000			$40,000	$590,000
Branch (Subtotal)	$592,514	$0	$0	$592,514	$102,000	$60,000	$0	$162,000	$754,514
Books and other material	$517,257			$517,257	$102,000 a/	$60,000		$162,000	$679,257
Standing Orders and Bus. Srvcs.	$75,257			$75,257				$0	$75,257
Children and Teens (Subtotal)	$424,396	$0	$0	$424,396	$36,000	$60,000	$0	$96,000	$520,396
Books and other material	$424,396			$424,396	$36,000 b/	$60,000		$96,000	$520,396
Unallocated	$0	$0	$175,000	$175,000	$0	$0	$0	$0	$175,000
	$0	$0	$175,000 c/	$175,000	$0			$0	$175,000
GRAND TOTAL	**$3,280,000**	**$205,213**	**$325,000**	**$3,810,213**	**$250,000**	**$187,000**	**$0**	**$437,000**	**$4,247,213**
Budgeted Authority	$3,280,000	$205,213	$325,000	$3,810,213	$0	$0	$0	$0	$3,810,213
Variance	$0	$0	$0	$0	$250,000	$187,000	$0	$437,000	$437,000

a/ Includes $30,000 for the Mission Branch collection, $15,000 for Oceanview Branch collection, $35,000 to replace MURLS funding.

b/ Includes $14,000 to replace MURLS funding.

c/ Represents expenditure reduction. Total of $325,000 appropriated in FY 1998-99. Due to revenue shortfalls, spending will be reduced.

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

BROWN, JR.

HIGUERAS, A.I.A.

A. TREETS
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ACOULTER
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LOUSH
Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special and regular meetings of Tuesday, December 1, 1998

(As approved January 5, 1999)

The San Francisco Public Library Commission held a special meeting for the purpose of Employee Evaluation and a regular meeting on Tuesday, December 1, 1999 in the Koret Auditorium, Main Library.

The Special meeting was called to order at 5:09 PM by President Charles A. Higueras, AIA.

The Commission President announced that the Commission would meet in closed session as provided by Government Code Section 54957 for the purpose of employee evaluation of the Commission Secretary.

The following members were noted present: President Higueras, and Commissioners Agnos, Chin, and Steiman. Commissioner Coulter joined the meeting at the beginning of the closed session.

Public comment: An anonymous member of the public inquired concerning potential misunderstanding by members of the public of the time set for the beginning of the regular meeting of the Commission as described in the posted agendas of the regular and special meeting. The anonymous member of the public additionally complained of being misinformed concerning time elapsed for a public comment at a previous Commission meeting. Mr. Peter Warfield asked if the copies of documents made available to the public at the meeting were the same as documents mailed previous to the meeting by the Commission and was informed by the Commission Secretary that he believed them to be the same.

The Commission went into closed session at 5: 20PM

The Commission reconvened in open session at 6: 04PM

The Commission noted that an employee evaluation of the job performance of the Commission Secretary was the only issue addressed during the closed session.

MOTION: Commissioner Agnos, seconded by Commissioner Coulter to report no information concerning any matters discussed during the closed session.

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

Following a question by Deputy City Attorney Adine Varah, the motion was amended to include notation that no action was taken during the closed session.

SUBSTITUTE MOTION: Commissioner Agnos, seconded by Commissioner Coulter moved to report that no action was taken and to report no information concerning any matters discussed during the closed session.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Steiman)

ADJORNMENT: Commissioner Agnos, Seconded by Commissioners moved Adjournment of the special meeting of the Library Commission.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Steiman)

The meeting was adjourned at 6:06PM

Michael Housh, Library Commission Secretary 1/13/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Fran A. Streets
Vice President

Sherry Agnos
onnie K. Chin
teven A. Coulter
rnest H. Llorente
arol Steiman
ommissioners

egina Minudri
'ibrarian

ichael Housh
ommission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of regular meeting of Tuesday, December 1, 1998 (As approved January 5, 1999)

The San Francisco Public Library Commission held its regular meeting on Tuesday, December 1, 1998 in the Koret Auditorium, Main Library.

The meeting was called to order at 6:08 PM by President Charles A. Higueras The following members were noted present: President Higueras and Commissioners Agnos, Chin, Coulter, and Steiman. Commissioners Llorente and Streets were noted excused attendance.

APPROVAL OF MINUTES of the regular meeting of November 19, 1998.

The City Librarian requested correction of a report in the November 19th Minutes that draft budget data would be given to the commissioners "several weeks" prior to its consideration to read that the draft library budget for FY '99-2000 would be provided to the Commissioners one week prior to the Commission's formal vote to approve a proposed budget at its second meeting in January 1999. Commissioner Coulter asked that the Minutes reflect that he and other commissioners as well as Vice President Streets had indicated interest in additional support for Library affinity groups where these issues were discussed in the budget report. President Higueras requested that the City Librarian's response to a public comment on library security gates be included in the reported Minutes of November 19, 1998.

MOTION: approval of the Minutes of November 19, 1998 as revised was moved by Commissioner Agnos, seconded by Commissioner Coulter.

Public Comment: An anonymous member of the public noted four items: a lack of mention of Commissioner Chin as being present at the beginning of the meeting, but she is reported voting to approve adjournment of the meeting; noted that public comments by an anonymous member of the public reported in the Minutes referred to comments concerning revision of the Minutes made previously by President Higueras; disagreed with a characterization of a reported public comment attributed to Mr. Peter Warfield as expressing "confusion" concerning what was being referred to in information presented on the budget; and inquired concerning highlighted remarks attributed to Commissioner Steiman in view of the anonymous member of the public's interpretation of the Commission's request that items requested by commissioners be highlighted in the Minutes. Mr. Peter Warfield expressed agreement with President Higueras request that details of responses to questions asked during public comment be included in the minutes, noted that responses given during the meeting to his questions regarding details of the FY'99-2000 budget report contained what he found to be useful information and suggested their inclusion. Mr. Peter Warfield noted that it was his understanding that public comments were not permitted during the New Business item of the previous meeting unless they related to a New Business item raised by a commissioner. Mr. Warfield also mentioned previous comments concerning what the Commission might do to calendar discussion of the online catalog and his view that the City Librarian had merely announced proposed developments related to DRA Web2 migration rather than reported on them.

Commissioner Steiman inquired concerning whether the Records Management Policy approved by the Commission required periodic reports on routine records removed. President Higueras suggested this matter would more appropriately be addressed under New Business. Commissioner Chin expressed regret at missing the previous meeting.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Steiman)

Commissioner Chin suggested that the Commission Secretary only summarize discussions reported in the minutes.

CITY LIBRARIAN'S REPORT: Regina Minudri

The City Librarian, Ms. Minudri reported on recent Library statistics, (report included). She then discussed various improvements in the online catalog. Ms. Minudri committed to provide a demonstration of the system upgrades to the Commission prior to making it available to the public. In response to questions by Commissioner Steiman, the City Librarian reported that the online catalog improvements will enhance features currently available, require no new equipment, and not produce any significant increase in costs.

An anonymous member of the public rose to request an opportunity to comment during the City Librarian's Report, President Higueras requested that the anonymous member of the public wait until the end of the report. The anonymous member of the public was ruled out of order by President Higueras following the anonymous member of the public's formal request for a ruling by the Chair on his right to offer comment during the presentation of the report.

Ms. Minudri described the process outlined to Main Library staff during the re-carpeting of the Main Library. The City Librarian reported on the bid schedule for the new Ocean View Branch Library. She then reported that the fundraising goals set for the renovated Mission Branch Library had been significantly exceeded and that she would be meeting with concerned parties regarding how the additional funds raised by be expended at the Mission branch.

Commissioner Chin requested that the City Librarian provide a written report on the statistics she reported. She agreed to do so. **Commission Coulter took this opportunity to express the Commission's congratulations to all those who took part in the extremely successful fundraising program for the Mission Branch.**

Public comment: An anonymous member of the public expressed gratification that the Commission President had issued a ruling without recourse to advice from the City Attorney, and inquired if the upgrade to Web 1 involved a purchase or outlay of cash. The City Librarian responded that these upgrades were included in the current contract and did not involve additional expenditures. Mr. Ed Regan asked that two entrances be included at the new Ocean View Branch, one leading to the basement level and another to the first floor as an additional means of fire safety. President Higueras noted that the design specifications for the new Ocean View Branch Library had been approved by the fire inspector prior to going out to bid. Mr. Regan also suggested that copies of the United States Government Code be kept on open shelves at the Main Library's fifth floor Government Information Center. Mr. Peter Warfield suggested that any online catalog improvements be done only through a competitive bidding process. He mentioned several possible problems and potential missed opportunities that could result from the Library continuing with catalog upgrades through existing contracts. He asked why a competitive bidding process was not used for the proposed upgrades. Mr. Warfield also asked why there was a delay in installation of an upgraded system. The City librarian responded that a change from the current catalog upgrade system would definitely cost millions of dollars with questionable results, and that software upgrades commonly experience delays in installation as they are refined to meet the needs of a particular library.

LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT

Library Public Relations Director Marcia Schneider reported on current exhibitions at the Library: "Remembering Their Names" an exhibit featuring panels from the AIDS Memorial Quilt including those honoring former Library staff members John Smith and Michael Martin. Ms. Schneider outlined a press conference concerning six San Francisco students traveling to Hong Kong as peer educators on HIV/AIDS issues. The Director of Public Affairs described a children's literature exhibit, "Trolls, Mrs. Pepperpot, and Beyond" celebrating Norwegian children's books. She also noted several upcoming programs related to the 50th Anniversary of the International Declaration of Human Rights. Ms. Schneider further noted an unusual program "A Typographical Trip to Haiti" by Alistair Johnston. A musical program by the Classical Philharmonic's Brass Company, "A Holiday Festival of Brass", to be held on December 16, 1998 in the Koret Auditorium was mentioned. Additional teen programs announced were "How to Stay Safe at School and in the Streets" at the Bayview branch and a program on youth essay contest opportunities. Ms. Schneider reported public programs fiscal year end statistics as of June of 377 programs with 18,476 attendees. Of these 162 were described as library training and orientation programs. Public programs averaged 77 attendees an increase over previous years. The Library Public Relations Director reported meeting room statistics of 45 community groups with an attendance of 1, 223 using facilities at the Main Library and 22 city agency events with 1,092 attendees.

Public comment: Mr. Peter Warfield inquired concerning the availability of circulation and visitor statistics and was informed they would be made available at a future meeting.

LIBRARY INTERNET POLICY

The City Librarian presented a proposed revised draft Internet use policy for the Commission's consideration, (copy attached). Ms. Minudri called attention to the significant revisions made in the proposed Internet Policy after reviewing several model Internet use policies in use by other libraries in consultation with Main Library staff, members of the City Librarian's Advisory Committee, all branch librarians, and the Office of the City Attorney. She noted that should the policy be adopted that it would be posted immediately on the library's website as would be required by law beginning in January of 1999. Commissioner Steiman noted the absence of language related to "spamming' in the current draft and asked how it might be addressed. Deputy City Attorney Jayne Lee noted that because the proposed state and federal laws regarding the transmission of unsolicited e-mail, ("spamming"), are still pending, the Policy excludes such language at this point. She also noted that as the law develops in this area the library could consider future policy revisions as needed. Commissioner Coulter inquired the "Guidelines for Use of Computer Terminals" adopted by the City Librarian addressed the issue of priority for use of library terminals. Ms. Minudri clarified that priority for use would be addressed by setting aside certain terminals for basic library functions from the beginning rather than forcing someone to relinquish use of terminals. He also requested the policy of denial of library privileges for abuse. The City Librarian noted that the same rules apply to computer use as with other abuses. President Higueras asked and the City Librarian agree that the guidelines be identified as the current December 1998 Computer terminal Use Guidelines.

MOTION: approval of the draft Internet Use Policy as revised was moved by Commissioner Steiman, seconded by Commissioner Chin.

Public comment: Mr. Ed Regan asked, in response to the Deputy City Attorney's remarks if books were banned from the Library. Deputy City Attorney Jayne Lee clarified that her discussion of "spamming" regulations and the Library's Internet Policy was unrelated to banning of books Mr. Peter Warfield approved of the Commission's delay in approving an Internet Policy. He asked clarification as to why the City Attorney's Office offered various views, perhaps reversing itself, in advising the Commission on adopting an Internet Policy. Ms. Lee noted that development of the recommended draft policy was a collaborative process designed to produce the best policy. Mr. Warfield suggested reference in the document to "safe use" children's guidelines mentioned in the previous discussion of the Internet Use Policy. The City Librarian suggested that would not be appropriate. Commission President Higueras asked if there had been problems with misuse of terminals in the Children's Center and was informed that none had come to the attention of staff. An anonymous member of the public expressed general support of the revised Internet Policy. It was favorably noted that an "adversarial relationship" between library staff and patrons was eliminated and the casting of judgments by librarians on legal activities of patrons was removed. The anonymous member of the public noted that a recent case involving a Virginia library could have had an impact on policy development.

The City Librarian reported that the Virginia case called to the Commission's attention involved use of Internet filters by the Virginia library.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Steiman)

NOMINATING COMMITTEE FOR 1999 COMMISSION OFFICERS

After an extensive discussion involving Commissioners, the Commission Secretary, the City Librarian, and Deputy City Attorney Adine Varah about the process and procedures required by state law and as outlined in the Commission Bylaws for nominating officers for 1999 it was a consensus of the Commission that no action be taken to create an ad hoc committee on this matter.

Public comment: An anonymous member of the public opined that the agenda item was worded in a confusing manner, observed that legal issues concerning "Ad Seriatim" meetings would prevent a nominating committee that doesn't meet from polling other commissioners on this subject, that the cumbersome process is a result of historic abuses, and that a nominating committee could make a recommendation. Mr. Peter Warfield asked concerning the impact of the one year term in office of commission officers with respect who would preside or how the Commission would conduct business if officers were not chosen. Commission President Higueras noted that this should not be an issue as the term in office was from January to January.

LABOR UNION REPORT: No report.

NEW BUSINESS: Commissioner Steiman asked for a clarification of what was the mandated reporting requirements concerning disposal of routine documents in the Commission's Records Retention Policy. The Commission Secretary reported that he had researched the records and determined that no requirement for such routine reports was included in the Records Management and Retention Policy adopted by the Commission.

Public comment: Mr. Peter Warfield suggested that the records be reviewed to determine if the Commission's policy required regular reports to the Commission on the disposal of documents covered by the policy and objected to the commissioners' failure to propose future agenda items on a number of issues of interest to him.

Mr. Warfield was ruled out of order by the Chair and requested that he reserve his comment to the next agenda item, Public Comment. Deputy City Attorney Adine Varah supported the ruling of the Chair and confirmed that in accordance with applicable state *and local laws, that the Commission had the authority to restrict public comments offered under this agenda item to comments related to the New Business item suggested by Commissioner, and that members of the public who wished to suggest other agenda items could do so under the next item, Public Comment. This item states that," This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration."*

An anonymous member of the public offered additional comment on the ruling of the Chair and City Attorney's observations concerning the scope of the agenda item and was ruled out of order by the Chair.

PUBLIC COMMENT: Mr. Ed Regan suggested that more discussion of expansion of library hours, the creation of a pamphlet defining reading, fiction and non-fiction, and issues of "weeding" be placed on a future meeting agenda. Mr. Peter Warfield seconded the suggestion that a discussion of additional or reorganized library hours of service be calendared for a future meeting. He also noted that the City Librarian had proposed additional discussion of improvement of the online catalog and suggested that a more detailed discussion be calendared prior to implementation of online catalog changes proposed. Mr. Warfield asked for the basis of the City Librarian's statement that use of a bidding process as he suggested would cost "millions". An anonymous member of the public continued a presentation of a concept of social harm created through a demise of language based on the anonymous member of the public's interpretation of ideas raised in author Toni Morrison's Noble Prize acceptance speech. Mr. Ed Regan suggested that the Commission consider calendaring a discussion that the Library create a library containing all labor contracts executed in the county. The City Librarian noted that government related contracts are available through the Government Information Center.

The City Librarian noted that figures demonstrating the sizable costs of any major change in library online systems were readily available.

ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Steiman moved to adjourn the meeting in commemoration of World AIDS Day.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Chin, Higueras, and Steiman)

The meeting was declared adjourned at 7:44PM

Michael Housh, Library Commission Secretary 1/13/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The number of volumes we've received are:

Books		121,695
Serials	8,380	
Scores		985
Audio Cassettes	6,074	
Compact Discs		2,871
Video Cassettes	4,438	
TOTAL		144,443

These are the statistics for titles cataloged in 1997/98:

Books		23,419
Serials	430	
Scores		472
Audio Cassettes	867	
Compact Discs		503
Video Cassettes	479	
TOTAL TITLES		26,170

Internet Use Policy Policy #206

Section: Library Services
Adopted: Dec. '98
Revised

To fulfill its mission of providing free and equal access to information, knowledge, independent learning and the joy of reading to our diverse community, the San Francisco Public Library provides access to the Internet.

The Internet

The Internet consists of information on a wide range of topics provided by millions of individuals and organizations around the world.

Disclaimer

Links to Internet sites can be found on the home web pages designed by the staff of the San Francisco Public Library. The Library follows its materials selection guidelines in linking other web sites to its home pages. Beyond this, the Library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Any link from the Library's web site to another web site is not an endorsement from the Library. The Library does not warrant that its web site, the server that makes it available, or any links from its site to other web sites are free of viruses or other harmful components.

User Responsibility

The Library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents. Not all information found on the Internet is accurate, complete, up-to-date, legal or philosophically acceptable to all individuals. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, or any communications sent through the Library's Internet terminals. The Library does not monitor an individual's use of the Internet; nor does the Library employ filtering software.

Internet Use Policy

Access and Usage

The Library does not provide e-mail accounts to users; however, users with existing e-mail accounts may access their accounts through the Library's Internet terminals. The Library assumes no responsibility and shall have no liability for any claims or damages which result from the provision of such access to users.

As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.

Use of the Library's terminals for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The Library expects all users to comply with such laws.

The Library has developed guidelines for acceptable use of Library resources, equipment and facilities (12/98 Guidelines). In addition, the Library Commission has adopted "Rules of Conduct" for the Library (Policy # SFPL-301, 12/90). Any users of the Library's Internet terminals must follow the Library Guidelines and Rules of Conduct.

Guidelines for Use of Computer Terminals

Purpose:

1. To provide all interested Library users with access to the Library catalog, various databases and Internet connections.
2. To discourage a few individuals from monopolizing computer workstations thereby hindering the ability of others to make use of these resources.
3. To provide Staff with a method to modify consistently and equitably individuals' inappropriate behavior.

Application:

1. Individuals may use a public workstation for a period of time (for example, thirty minutes) specified by the Branch/Floor Manager.
2. Library Staff may make exceptions to time limits when demand is light or heavy. Terminals which access only the Library catalog may be exempted from any time limit.
3. At some Library workstations, a printer is available. A Branch/Floor Manager may limit use of such stations to be used only by patrons who are ready to print. There is a charge for printing.
4. Access to the Internet or to particular kinds of activity (for example, e-mail, chat rooms, game playing) may be limited or prohibited at the discretion of a Branch/Floor Manager to allow for easier access to the Library's catalog and other databases.
5. More than one individual may use the same workstation so long as this does not disrupt others in the Library.
6. After an individual has occupied a workstation for the time limit, s/he must relinquish the workstation.
7. Users of computer workstations are expected to be alert to others who may wish to use the equipment. Individuals will lose their Library privileges if they intimidate or otherwise discourage others from exercising their right to use the computer.
8. Downloading is available at some stations. Files downloaded from the Internet may contain a virus; neither the San Francisco Public Library nor any of its vendors shall be held responsible for any loss of data, damage or liability that may occur from an individual's use of a Library computer.

Procedures:

1. Any limit or sign-up requirement shall be clearly posted.

2. Any individual who violates these guidelines (for example, using a false name or signature or otherwise trying to circumvent limits) may lose his/her Library privileges.

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NOTICE OF CANCELED MEETING

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NOTICE IS HEREBY GIVEN that the meeting of the San Francisco Public Library Commission scheduled for

Thursday, December 17, 1998, at 5:30 PM

at the Main Library, Civic Center, has been canceled.

Michael Housh
Secretary, Library Commission

POSTED: December 14, 1998

Civic Center
San Francisco, California 94102

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